

# 2011 PROSPECTUS

**PART 1**

**STUDENTS' RULES AND REGULATIONS**

ISSN 0258-7343

**TSHWANE UNIVERSITY OF TECHNOLOGY**



## PARTS OF THE PROSPECTUS

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Faculty of Economics and Finance	Part 2
Faculty of Engineering and the Built Environment	Part 3
Faculty of Humanities	Part 4
Faculty of Information and Communication Technology	Part 5
Faculty of Management Sciences	Part 6
Faculty of Science	Part 7
Faculty of The Arts	Part 8
Distance Education	Part 9
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### PLEASE NOTE

1. Although the information in this Prospectus has been compiled as accurately as possible, the Council accepts no responsibility for any inaccuracies in this publication. This Prospectus is valid for 2011 only.
2. The "overview of syllabus" is only an outline of the syllabus of a subject. The complete syllabus of a subject appears in the subject study guide.
3. The campus indicated is subject to change and confirmation.
4. Prospective students will not be admitted to any qualification without prior evaluation.
5. The closing date for applications for admission to first-semester and year courses is 15 August of the preceding year, except for certain courses of which the closing date is 15 June. The closing date for second-semester courses is 15 May of the year concerned.

### THE INDICATED APPLICATION FEES MUST ACCOMPANY ALL APPLICATIONS.

#### Important:

TUT admission requirements for entry-level programmes adhere to national legislation and therefore the following are required:

- BEd degrees: at least four subjects at a performance level 4.
- National Diplomas: at least four subjects at performance level 3.
- Acceptance is subject to available capacity according to the student Enrolment Plan (SEP).

Please verify specific and additional requirements per programme as indicated in the prospectus.

### ACCEPTANCE IS SUBJECT TO AVAILABLE CAPACITY ACCORDING TO THE STUDENT ENROLMENT PLAN (SEP)

Alternative and international qualifications (e.g. HIGSCE, IGCSE, NSSCA&O Level, IB Higher and Standard Level) will be assessed on the equivalent basis by the South African Qualifications Authority, and a full or conditional exemption certificate will be issued. This exemption certificate is a prerequisite for all students who want to enrol for undergraduate studies. The Tshwane University of Technology cannot obtain this certificate on your behalf. Candidates may also apply for recognition of prior learning at the Office of the Registrar. The specific relevant documentation will be requested from these applicants, and these cases will be handled on an individual basis. Candidates from private schools in South Africa (who did not write any of the examinations mentioned above) may apply to the Office of the Registrar for admission via the Senate's discretionary route.

## ENQUIRIES

### Contact Centre

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Fax: 086 110 2421

### Admission Enquiries

Tel: 012 382 5750

### The Registrar

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PRETORIA 0001

Tel: 012 382 5911

Fax: 012 382 5114

### ARCADIA CAMPUS

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PRETORIA 0001

Tel: 012 382 5911

175 Nelson Mandela Drive

PRETORIA

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### ARTS CAMPUS

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PRETORIA 0001

Tel. 012 382 5911

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PRETORIA

Fax: 012 382 5114

### EMALAHLENI CAMPUS

The Campus Director

PO Box 3211

EMALAHLENI 1035

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EMALAHLENI

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### GA-RANKUWA CAMPUS

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PRETORIA 0001

Tel: 012 382 0500

2827, Zone 2, Botsi Street

GA-RANKUWA

Fax: 012 382 0814

### MBOMBELA CAMPUS (NELSPRUIT CAMPUS)

The Campus Director

Private Bag X11312

NELSPRUIT 1200

Tel: 013 745 3500/3603

Madiba Drive

NELSPRUIT

Fax: 013 745 3512

### POLOKWANE CAMPUS

The Campus Director

Private Bag X9496

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Tel: 015 287 0700

Cnr. Market and Excelsior streets

POLOKWANE

Fax: 015 297 7609

### PRETORIA CAMPUS

Private Bag X680

PRETORIA 0001

Tel: 012 382 5911

Staatsartillerie Road

PRETORIA WEST

Fax: 012 382 5114

### SOSHANGUVE CAMPUS

Private Bag X680

PRETORIA 0001

Tel: 012 382 9000

2 Aubrey Matlala Road, Block K

SOSHANGUVE

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### Enquiries relating to fees:

#### The Chief Financial Officer

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PRETORIA 0001

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Fax: 012 382 5701

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## OBJECTIVES OF A UNIVERSITY OF TECHNOLOGY

The goals and functions of universities of technology are unique. Universities of technology, being duly concerned about the country's need for human resources, have as their chief objective the provision of training and education at a tertiary level for the application of technology in the work situation. The primary functions of a university of technology can be summarised as follows:

A university of technology strives not only towards the promotion of knowledge and skills, but also, especially, towards the application of such knowledge and the development and releasing of means for the application of that knowledge in the training of manpower, emphasising the practical and the vocational. As a result of the rapid progress in the fields of technology and science, continuous interaction between vocational education and its practical application is absolutely essential. This is why a sound relationship is maintained between the various universities of technology, on the one hand, and between the universities of technology and commerce, industry and the government sector, on the other hand. Employers, businessmen and industrialists play an important role in the management and counselling structures of universities of technology.

It is the task of a university of technology to train students as thoroughly as possible in specific professions through combining study and practical work experience (cooperative education). The emphasis is on the practical application of knowledge and skills.

The formal side of vocational education is continuously being put to the test in the practical work situation. For this reason, the principle of cooperative education constantly receives attention. At a university of technology, students therefore alternate their studies with the application of their acquired knowledge and skills in the work situation.

A university of technology, being an educational institution, is also responsible for educating and forming students. The psychological, moral, cultural, social and physical development of the student is emphasised to enable him or her to take his or her place in the community as a well-equipped expert in his or her profession.

You are expected to enjoy your life as a student. You are, however, also expected to do this in a way worthy of the objectives of the Tshwane University of Technology.

Prospective students will not be admitted to any qualification without prior evaluation. The closing date for all qualifications commencing in the first semester, as well as for year qualifications, is 15 August of the preceding year, although applications for some specialisation qualifications close on 15 June. For qualifications that commence in the second semester, the closing date is 15 May of the year of study concerned.

### MOTTO

We empower people.

### VISION

To be a quality-driven university of technology at the cutting edge of innovation.

### MISSION

As a progressive institution of higher education, the Tshwane University of Technology's mission is to contribute innovatively to the socio-economic development of South Africa by –

- offering a portfolio of relevant, recognised and career-focused programmes;
- producing well-rounded graduates who are attuned to the needs of the economy;
- being a research hub responsive to the challenges of the continent;
- acting as an incubator for postgraduate study in clearly defined areas of strength;
- generating, integrating and applying knowledge to stimulate socio-economic development;
- partnering communities in sustainable development; and
- being student-centred and quality-driven in everything we do.

## VALUE STATEMENTS

- To attain its vision, the Tshwane University of Technology is critically dependent on the committed efforts of all members of the TUT stakeholder community, especially staff and students.
- We value the diversity of views, knowledge and ability each member of the TUT stakeholder community brings to our quest for excellence in advancing and applying knowledge.
- We respect the right of all to be heard, without denigrating the dignity of others.
- We support progressive thinking and encourage innovation, creativity and teamwork.
- We recognise professional competence and hard work.
- We respond to the needs and challenges of our country and continent.
- We foster an organisational culture of caring, openness, honesty and fairness.
- We conduct our business in a sustainable, environment-friendly way.
- Our academic integrity is not negotiable.



## **COUNCIL OF THE TSHWANE UNIVERSITY OF TECHNOLOGY**

On 23 July 2010, the Council of the Tshwane University of Technology (TUT) was composed as follows:

### **CHAIRPERSON**

NK Mohutsioa-Mathabathe (Dr)

### **VICE-CHAIRPERSON**

MS Mokgokong (Prof)

### **MEMBERS**

JC Blignaut  
J Coetzer  
E Langa (Ms)  
L Lesolang (Ms)  
M Mahanyele (Prof)  
IMA Malebye  
E Maluleke (Ms)  
GJ Mashabela (Ms)  
SS Matlejoane  
RV Matlhare  
VM Mhlakaza (Ms)  
A Mji (Prof)  
Z Mokwena  
SJ Molefe (Prof)  
MDC Motlatla (Dr)  
L Mphisane  
MS Mukhola (Dr)  
MMD Nkomo (Ms)  
M Peo  
F Phooko  
JJC Sauer (Dr)  
N Skosana  
N Sowazi (Ms)  
LR van Staden (Prof)  
GM Xaba

## **EXECUTIVE COMMITTEE OF THE COUNCIL**

On 23 July 2010, the Executive Committee of the Council of the Tshwane University of Technology (TUT) was composed as follows:

### **CHAIRPERSON**

NK Mohutsioa-Mathabathe (Dr)

### **VICE-CHAIRPERSON**

MS Mokgokong (Prof)

### **MEMBERS**

JC Blignaut  
SS Matlejoane  
MS Mokgokong (Prof)  
SJ Molefe (Prof)  
MDC Motlatla (Dr)  
JJC Sauer  
GM Xaba

### **CO-OPTED MEMBERS**

RV Matlhare  
MMD Nkomo (Ms)

## EXECUTIVE MANAGEMENT COMMITTEE

On 23 July 2010, the Executive Management Committee of the Tshwane University of Technology (TUT) was composed as follows:

### CHAIRPERSON

SJ Molefe (Prof)

### MEMBERS

GJ Mashabela (Ms)

MA Mushaathoni

P Nevhutalu (Dr)

LR van Staden (Prof)

## SENIOR MANAGEMENT

On 1 August 2010, the Senior Management of the Tshwane University of Technology (TUT) was composed as follows:

### VICE-CHANCELLOR'S OFFICE

SJ Molefe (Prof)

Acting Vice-Chancellor and Principal

VB Dlamini

Chief Internal Auditor

SK Ndlovu (Dr)

Strategic Adviser to the Vice-Chancellor

### TEACHING, LEARNING AND TECHNOLOGY

LR van Staden (Prof)

Deputy Vice-Chancellor (Teaching, Learning and Technology)

AS Erasmus (Prof)

Senior Director of Higher Education Development and Support

PJJ Marais (Prof)

Executive Dean of Science

MS Mukhola (Dr)

Executive Dean of Humanities

C Mumbengegwi (Dr)

Executive Dean of Economics and Finance

EA Nesamvuni (Dr)

Acting Executive Dean of Management Sciences

S Ojo (Prof)

Executive Dean of Information and Communication Technology

HM Sirayi (Dr)

Executive Dean of The Arts

B van Wyk (Prof)

Acting Executive Dean of Engineering and the Built Environment

## **RESEARCH, INNOVATION AND PARTNERSHIPS**

AP Nevhutalu (Dr)  
Deputy Vice-Chancellor (Research, Innovation and Partnerships)

V Agyei (Ms)  
Director of Library and Information Services

MI Msibi (Dr)  
Director of Research and Innovation

TI Pudi (Dr)  
Campus Director of eMalahleni

JP Shongwe (Prof)  
Campus Director of Mbombela

H Shubane  
Executive Director of Partnerships

NW Tshamano  
Campus Director of Polokwane

## **FINANCE AND BUSINESS DEVELOPMENT**

GJ Mashabela (Ms)  
Deputy Vice-Chancellor (Finance and Business Development)

MJ Dilotsotlhe  
Director of Corporate Affairs and Marketing

MR Laka-Mathebula (Dr)  
Executive Director of Student Affairs and Residence Operations

B Nekati  
Director of Business Development

D Tromp (Dr)  
Chief Financial Officer

M Booysen (Ms)  
Director of Advancement Office

## **INSTITUTIONAL PLANNING AND OPERATIONS**

SJ Molefe (Prof)  
Deputy Vice-Chancellor (Institutional Planning and Operations)

K Bokala  
Director of Information and Communication Technology Services

D Naidoo (Dr)  
Director of Quality Promotion

D Radipabe  
Acting Executive Director of Human Resources

TD Rampai (Dr)  
Director of Merger Implementation

P van Eldik (Prof)  
Director of Strategic Management Support

LB Ganzin  
Executive Director of Operations

## OFFICE OF THE REGISTRAR

AM Mushaathoni  
Acting Registrar

Vacant  
Adviser to the Registrar

DJ Human  
Deputy Registrar of Student Administration

V Mgwenya (Adv)  
Deputy Registrar of Secretariat and Legal Services

AM Mushaathoni  
Deputy Registrar of Enrolment Planning and Coordination

## SENATE

On 23 July 2010, the Senate of the Tshwane University of Technology (TUT) was composed as follows:

### CHAIRPERSON

SJ Molefe (Prof)

### MEMBERS

MV Agyei (Ms)  
N Botha  
E Coetzee (Prof)  
J de Jager (Prof)  
P Ebewo (Dr)  
GM Enslin (Dr)  
A Erasmus (Prof)  
JC Greeff (Prof)  
JP Grundling  
SV Joubert (Prof)  
E Legodi  
T Lyamu (Prof)  
M Mahanyele (Prof)  
TMM Maja (Prof)  
PJJG Marais (Prof)  
J Mashabela (Ms)  
RV Matlhare  
SD Mgwedli  
A Mji (Prof)  
N Mkhize (Ms)  
ME Motshekga-Sebolai (Dr)  
M Mphahlele (Prof)  
MS Mukhola (Dr)  
CS Muller (Prof)  
C Mumbengegwi (Dr)  
A Munro (Prof)  
MA Mushaathoni  
N Mutshidza  
D Naidoo  
K Ndlovu (Dr)  
E Nesamvuni (Dr)

P Nevhutalu (Dr)  
SO Ojo (Prof)  
E Pieters  
TI Pudi (Dr)  
SH Rampa (Dr)  
M Scerri (Prof)  
JP Shongwe (Prof)  
M Sirayi (Dr)  
IE Stevens (Dr)  
I Tlhabadira  
D Tromp (Dr)  
NW Tshamano  
HJ van der Merwe (Prof)  
P van Eldik (Prof)  
E van Heerden (Ms)  
L van Ryneveld (Dr)  
LR van Staden (Prof)  
J van Vuuren (Ms)  
BJ van Wyk (Prof)  
W van Wyk  
M Wessels (Dr)

## **SENEX**

On 23 July 2010, the SENEX of the Tshwane University of Technology (TUT) was composed as follows:

### **CHAIRPERSON**

SJ Molefe (Prof)

### **MEMBERS**

A Erasmus (Prof)  
P Nevhutalu (Dr)  
SO Ojo (Prof)  
C Selepe (Ms)  
M Sirayi (Dr)  
LR van Staden (Prof)

## STUDENT SERVICES COUNCIL

On 23 July 2010, the Student Services Council of the Tshwane University of Technology (TUT) was composed as follows:

### CHAIRPERSON

SJ Molefe (Prof)

### MEMBERS

G Brown  
FC Croukamp  
T Dangane  
JH de Villiers  
M Dilotsotlhe  
J Diremele  
BZ Dlamini  
H Fick  
D Human  
S Kgabi  
MR Laka-Mathebula (Dr)  
A Louw  
M Mabitsela  
C Mahlangu (Ms)  
T Makgabo (Ms)  
T Makitla  
T Maloka  
PJG Marais (Prof)  
ZN Masango  
SP Masemola (Ms)  
GJ Mashabela (Ms)  
JG Mashiya  
K Matsomela (Ms)  
S Mbatha (Ms)  
T Mbewe  
V Mgwenya  
VM Mhlakaza (Ms)  
AM Mogashoa  
Z Mokwena  
R Molefe (Ms)  
S Motsuenyane  
L Mphisane  
MS Mukhola (Dr)  
MA Mushaathoni  
AP Nevhotalu (Dr)  
S Poole  
TI Pudi (Dr)  
TD Rampai (Dr)  
M Rossouw  
A Sefolosa (Ms)  
B Sepuru  
G Serojane  
JP Shongwe (Prof)  
SR Sibanyoni  
N Sinthemba  
M Sirayi (Dr)  
NW Tshamano  
MS van Heerden (Ms)  
LR van Staden (Prof)

M Vilakazi  
GM Xaba  
S Zigubu

**OBSERVERS**  
E Mabote (Ms)  
SK Ndlovu (Dr)

## IMPORTANT DATES FOR THE 2011 ACADEMIC YEAR

Please note that these dates are subject to change.

DATE	EVENT
<b>JANUARY</b>	
3	• Commencement of University activities
10	• Academic staff report for duty
17	• Start of academic activities (first half of first semester) • First year and new comer students report for registration and orientation according to published schedule
21	• Closing date for exit and special examination applications • Closing date for academic exclusion appeals
24	• Commencement of all classes • Senior students report and register according to published schedule, while attending classes
28	• Closing date for registration • Closing date for registration (distance education students)
31	• Late registration with penalty (except for M Tech students)
<b>FEBRUARY</b>	
1	• Closing date for late registration with penalty (except for M Tech students)
4	• Final date for Faculty Academic Exclusion Committee meetings
7	• Exit and Special examinations start
11	• Exit and Special examinations end
25	• Publication of Exit and Special examination results
28	• Closing date for registration (postgraduate studies) • Closing date for registration and qualification corrections, changes and adding of subjects (not applicable to distance education students)
<b>MARCH</b>	
15	• Closing date for cancellation of first-semester subjects and qualifications (not applicable to distance education students) • DoE census: first-semester subjects
18	• Closing date for distance education students' first assignments (Department of Safety and Security Management)
25	• End of first half of first semester
<b>APRIL</b>	
11	• Start of second half of first semester
15	• Closing date for distance education students' second assignments (Department of Safety and Security Management)
<b>MAY</b>	
6	• Predicate Day: distance education students
25	• Predicate Day: semester subjects
15	• Closing date for the submission of all applications for qualifications that start in July
30	• Main examinations start
<b>JUNE</b>	
17	• Main examinations end
20	• Supplementary examinations start (not applicable to distance education students)



<b>JULY</b>	
1	<ul style="list-style-type: none"> <li>Supplementary examinations end</li> <li>End of second half of first semester</li> </ul>
5	<ul style="list-style-type: none"> <li>DoE census: year subjects</li> </ul>
15	<ul style="list-style-type: none"> <li>Publication of main examination results</li> </ul>
18	<ul style="list-style-type: none"> <li>Start of first half of second semester</li> <li>Start of lectures for all students</li> <li>Registration commences. <b>Please note:</b> Students register according to an official registration schedule</li> </ul>
22	<ul style="list-style-type: none"> <li>Closing date for registration (second-semester qualifications)</li> </ul>
25	<ul style="list-style-type: none"> <li>Late registration with penalty (except for M Tech students)</li> </ul>
26	<ul style="list-style-type: none"> <li>Closing date for late registration with penalty (except for M Tech students)</li> </ul>
29	<ul style="list-style-type: none"> <li>Closing date for exit and special examination applications</li> <li>Closing date for cancellation of year subjects and qualifications</li> <li>Examination enquiries close</li> </ul>
31	<ul style="list-style-type: none"> <li>Inspection, remark, recount applications close</li> </ul>
<b>AUGUST</b>	
12	<ul style="list-style-type: none"> <li>Closing date for registration and qualification corrections, changes and adding of subjects (not applicable to distance education students)</li> </ul>
15	<ul style="list-style-type: none"> <li>Exit and Special examinations start</li> <li>Closing date for the submission of all applications for the January intake, except Dental Technology, Nature Conservation and Radiography: Diagnostic</li> </ul>
19	<ul style="list-style-type: none"> <li>Exit and Special examinations end</li> </ul>
31	<ul style="list-style-type: none"> <li>Closing date for registration (postgraduate studies)</li> </ul>
<b>SEPTEMBER</b>	
2	<ul style="list-style-type: none"> <li>Publication of Exit and Special examination results</li> </ul>
9	<ul style="list-style-type: none"> <li>Closing date for distance education students' first assignments (Department of Safety and Security Management)</li> </ul>
15	<ul style="list-style-type: none"> <li>Closing date for cancellation of second semester subjects and qualifications</li> </ul>
16	<ul style="list-style-type: none"> <li>Closing date for distance education students' second assignments (Department of Safety and Security Management)</li> </ul>
30	<ul style="list-style-type: none"> <li>End of first half of second semester</li> </ul>
27	<ul style="list-style-type: none"> <li>Start receiving application and registration forms from distance education students for first semester of 2012</li> </ul>
<b>OCTOBER</b>	
1	<ul style="list-style-type: none"> <li>DoE census: second-semester subjects</li> </ul>
5	<ul style="list-style-type: none"> <li>Predicate Day: distant education students</li> </ul>
10	<ul style="list-style-type: none"> <li>Start of second half of second semester</li> </ul>
<b>NOVEMBER</b>	
2	<ul style="list-style-type: none"> <li>Predicate Day: year and second-semester subjects</li> </ul>
7	<ul style="list-style-type: none"> <li>Main examinations start</li> </ul>
25	<ul style="list-style-type: none"> <li>Main examinations end</li> </ul>
28	<ul style="list-style-type: none"> <li>Supplementary examinations start (not applicable to distance education students)</li> </ul>
<b>DECEMBER</b>	
9	<ul style="list-style-type: none"> <li>Supplementary examinations end</li> </ul>
12	<ul style="list-style-type: none"> <li>Recess for academic staff and students</li> </ul>
19	<ul style="list-style-type: none"> <li>Publication of main examination results</li> </ul>

## **IMPORTANT INFORMATION, RULES AND REGULATIONS FOR STUDENTS**

The rules in this section of the Prospectus are based on the decisions of the Senate and the Council of the Tshwane University of Technology (TUT), by virtue of the authority vested in them, in terms of the provisions of the Higher Education Act, 1997 (Act No. 101 of 1997), as amended, and the requirements set for national education programmes at tertiary institutions.

Except when explicitly otherwise indicated by the rules of an academic department, the general rules will apply to all the academic departments of the University.

Admission to all programmes at TUT is subject to evaluation.

The Council may enter into agreements with other tertiary institutions in order to offer certain qualifications and/or training that lead to certain qualifications. All rules pertaining to such agreements are contained in the rules of the academic department or departments concerned.

A subject and/or programme will only be presented on a specific campus if, in the opinion of the head of the academic department concerned, a sufficient number of students have applied for admission to that subject or programme.

Applicants will be accepted only if the maximum number of students allowed for a particular qualification has not yet been reached.

The subjects offered in a specific year or semester will be determined by the academic department concerned and may differ from year to year.

It is compulsory for students to acquaint themselves with all the rules and regulations and disciplinary committee rules of TUT that apply to them. It is of special importance for students to be fully conversant with those rules, regulations and directives that have a bearing on –

- registration;
- examinations and tests;
- the ban on the initiation of first-year students at TUT and the concomitant total prohibition of the welcoming of such students, barring other arrangements that may be made by the University authorities from time to time;
- the residences;
- traffic and parking arrangements;
- dress;
- the use and/or discharge of fireworks, missiles, firearms or explosives of any kind or description whatsoever;
- alcohol and drug abuse; and
- class and residence fees.

Ignorance of any rule, regulation or directive will not be accepted as an excuse.

Counter services of Student Administration will be closed on Thursdays, from 08:00am until 09:30am due to training sessions.

### **STUDENT REGULATIONS**

#### **SUBMISSION TO RULES**

By signing an application form, a student submits himself or herself to the rules and regulations of TUT, and, by signing a registration form, a student affirms that he or she is familiar with all those rules and regulations, and that he or she will obey such rules and regulations.

A student's registration will be subject to the current rules and regulations, unless specifically stated otherwise.

#### **COMPLIANCE WITH RULES**

All staff members will be jointly responsible for ensuring that students comply with the rules of TUT.

A disciplinary committee, appointed in terms of the Regulations for Student Discipline, will conduct disciplinary hearings.

Disciplinary steps in all student affairs will be taken in terms of the Regulations for Student Discipline.

# CHAPTER 1

## APPLICATIONS FOR ADMISSION BY STUDENTS

### UNDERGRADUATE QUALIFICATION STRUCTURE

The National Diploma is presented as a three-year undergraduate qualification.

The National and National Higher Certificates are, where applicable, also presented as one-year and two-year qualifications respectively.

The National Diploma (extended curriculum programme with foundation provision) is, where applicable, also presented as a four-year qualification.

The Baccalaureus Technologiae (B Tech) degree is also presented as an undergraduate qualification, with a minimum duration of one year.

The minimum admission requirement for B Tech studies is a relevant three-year National Diploma or an appropriate equivalent qualification.

The admission of students to TUT shall be conducted in terms of the rules and regulations of TUT, as approved by the Council, on the recommendation of the Senate. Prospective students may apply on the basis of Grade 11 or mid-year Grade 12 results and may be granted provisional admission pending the final submission of Grade 12 results.

### 1. UNDERGRADUATE ADMISSION REQUIREMENTS

Subject to the stipulations of the Higher Education Act, 1997 (Act No. 101 of 1997), the Council of the Tshwane University of Technology, in consultation with the Senate of TUT, will determine admission to the University.

All applications will be considered in respect of one campus only.

- (a) A person may, subject to **rule 1.1.1 or rule 1.2.1**, be provisionally admitted to TUT for education and training if such person does not meet all the requirements, as set out in **rule 1.1.1 or rule 1.2.1**, and if –
  - (i) such person lacks only one requirement: Provided that the subjects passed in the National Senior Certificate examination or an equivalent examination comply with the provisions of **rule 1.1.1 or rule 1.2.1**: Provided further that the subjects passed include subjects required for the proposed qualification; and
  - (ii) Provided that he or she has fulfilled the requirements for admission to TUT, as determined by the TUT Council and contemplated in **rule 1.1.1 or rule 1.2.1**: Provided further that the Council be convinced that the standard of such person's communicative skills, his or her ability to study successfully and his or her work experience are such that he or she will, in the opinion of the Council, be able to complete the proposed qualification successfully, and that he or she should meet such additional requirements as the Council may determine for admission to a specific qualification; or
  - (iii) he or she be granted admission to study at the Tshwane University of Technology through recognition of prior learning (RPL) in terms of the requirements stipulated in Chapter 30, as well as the TUT Policy for Recognition of Prior Learning.
- (b) A person who is granted provisional admission to TUT may be admitted to the second semester or year of study only if he or she has –
  - (i) complied with the outstanding requirements of the National Senior Certificate or Senior Certificate examination, or an equivalent examination; or
  - (ii) passed any equivalent subject, as approved by the TUT Council.

- (c) A person who has met the requirements stipulated in **rule 1.1.1 or rule 1.2.1** is regarded as having met the requirements for admission to TUT.
- (d) A person may be provisionally admitted to TUT for education and training if such person does not meet the language requirements: Provided that such person should have passed at least four (4) approved subjects when obtaining the National Certificate N3: Provided further that such person not be admitted to the second semester or year of study unless he or she –
  - (i) has passed at least one (1) of the official languages at least at First Language Standard Grade level and another official language at least at Second Language Standard Grade level in the Senior Certificate or examination or an equivalent examination; or
  - (ii) has passed at least one (1) of the official languages as his or her first language in the National Senior Certificate examination or an equivalent examination, or
  - (iii) has passed an examination in an official language, as approved by the TUT Council.
- (e) A person who has met the requirement stipulated above shall be regarded as having met the requirements for admission to TUT.
- (f) The TUT Council may, after consultation with the Senate –
  - (i) set additional requirements for admission to specific qualifications;
  - (ii) determine the number of students that may register for a specific qualification;
  - (iii) set the minimum requirements for readmission to studies at TUT; and
  - (iv) refuse admission to any student who does not meet such minimum requirements for readmission to studies at TUT.
- (g) The Council may refuse any person admission as a student to TUT if the Council considers it to be in the interest of the University to do so.

## **1.1 REQUIREMENTS FOR STUDENTS WHO OBTAINED A SENIOR CERTIFICATE BEFORE 2008**

1.1.1 No person may be registered as a student at TUT to study for a qualification or a subdivision of a qualification, unless he or she has –

- (a) (i) obtained a Matriculation Certificate, issued by the Matriculation Board (up to and including 1991) or the South African Certification Board (since 1992); or
- (ii) obtained the Senior Certificate; or
- (iii) obtained any other certificate regarded by the said Matriculation Board or the South African Certification Board as being equal to the said Matriculation Certificate or the Senior Certificate; or
- (iv) obtained a certificate which has been endorsed in accordance with the South African Certification Council Act to the effect that he or she has met the minimum requirements for admission to study at a university of technology; or
- (b) fulfilled the requirements for admission to study at a university of technology, as determined by the TUT Council.

1.1.2 The TUT Council stipulates as follows:

1.1.2.1 No person may be registered for a qualification as a student at TUT unless –

- (a) he or she has obtained such certificate as contemplated in **rule 1.1.1(a)**:
- I. Provided that the subjects passed in obtaining the Senior Certificate or a certificate contemplated in the said rule should be subjects passed at the Higher Grade or Standard Grade, or a combination of subjects at the Higher and Standard Grades;
  - II. Provided further that the TUT Council be allowed to admit a person as a student if he or she has obtained the Senior Certificate with a minimum of four (4) subjects, including English and one (1) other official language, passed at the Higher Grade or Standard Grade: Provided further that no Lower Grade subject be taken into account as a prerequisite for the proposed instructional programme, or that he or she should have obtained the National Certificate N3 with at least 40% in at least four (4) subjects and should have passed one (1) of the official languages at least at First Language Standard Grade level and should have passed another official language at least at Second Language Standard Grade level in the Senior Certificate examination or an equivalent examination or have passed any instructional offering in an official language that has been approved as an equivalent by the TUT Council in a prescribed manner, or should have obtained one of the following credit combinations of four (4) subjects:
    - (i) three (3) Grade 12 subjects, at least at the Standard Grade level and one National Certificate N3 subject; as well as passes in two (2) official languages; or
    - (ii) two (2) Grade 12 subjects at least at the Standard Grade level and two National Certificate N3 subjects, as well as passes in two (2) official languages; or
    - (iii) one (1) Grade 12 subject at least at the Standard Grade level and three National Certificate N3 subjects, as well as passes in two (2) official languages; or
- (b) he or she has obtained the National Certificate N4 with passes of at least 50% in each of at least four (4) subjects: Provided that he or she should prove his or her communicative competence in the language of instruction at TUT.

## 1.2 REQUIREMENTS FOR STUDENTS WHO HAVE OBTAINED A NATIONAL SENIOR CERTIFICATE SINCE 2008

1.2.1 No person may be registered as a student at TUT to study for a qualification or a subdivision of a qualification, unless he or she has obtained a National Senior Certificate (NSC) with a minimum of 40% in the language of learning and teaching of the higher education institution, as certified by the Council for General and Further Education and Training (Umalusi):

Provided that the subjects passed for the National Senior Certificate (NQF level 4) or equivalent National Certificate Vocational (NC-V at NQF level 4) or a certificate contemplated in the said rule are subjects passed on the required levels: Provided further that a prospective student be admitted if he or she has obtained the National Senior Certificate or National Certificate Vocational (both on NQF level 4) with a minimum of six subjects, including English (First or Additional language with a minimum score of 3), Mathematics or Mathematical literacy (as per specific academic programme requirement) and the further subjects required by a specific academic programme (Life Orientation will not be included in the calculation of Admission Point Scores). The admissions will adhere to the required national standard for the Higher Certificate, National Higher Certificate and National Diploma (four subjects with a minimum score of 3) and bachelor's degrees (four subjects with a minimum score of 4 in subjects from the designated list). The phasing in of degree requirements for traditional B Tech degrees will be accommodated

1.2.2 TUT requires English (Home Language or First Additional Language level) with a performance level of 3 (adequate performance).

- 1.2.3 TUT requires Mathematics or Mathematical Literacy for all academic programmes that require a prior knowledge of Mathematics.
- 1.2.4 Life Orientation is not included in the calculation of an Admission Point Score.
- 1.2.5 TUT requires the following performance levels:

RATING CODE	RATING	MARKS (%)
7	Outstanding achievement	80 – 100
6	Meritorious achievement	70 – 79
5	Substantial achievement	60 – 69
4	Adequate achievement	50 – 59
3	Moderate achievement	40 – 49
2	Elementary achievement	30 – 39
1	Not achieved	0 – 29

- 1.2.6 The admissions policy will allow programme specific scoring systems with a weighting of required and critical subjects (Admissions Point Score).

### 1.3 APPLICATION FOR ADMISSION

- 1.3.1 A prospective student shall apply on the required application form for admission to a qualification. A prospective student is regarded as someone wishing to study at TUT for the first time.
- 1.3.2 Application forms for admission to TUT are available on request from the Information offices at the different campuses.
- 1.3.3 No prospective student shall be permitted to study for any qualification without prior evaluation. The closing date for all applications, which should be submitted with the required administration fee, is 15 August of the preceding year of study in the case of year qualifications and qualifications commencing in the first semester. However, applications for some specialisation qualifications close on 15 June. For qualifications commencing in the second semester, the closing date is 15 May of the proposed year of study.

Closing dates for applications for distance education students: 31 August for the January intake with a May examination and, if applicable, 28 February for the July intake with a November examination.

- 1.3.4 The application form should be accompanied by a certified copy of the applicant's National Senior Certificate or an equivalent qualification, as well as any other documents required for admission to the qualification for which he or she intends to study.

#### PLEASE NOTE:

- TUT shall accept as correct only the spelling and sequence of the student's surname and first names appearing on the document required for admission to TUT to study for his or her proposed certificate, diploma or degree.
- A married woman shall submit a certified copy of her marriage certificate (or divorce order, where applicable), should any of her certificates have been issued in her maiden name.
- Other names and/or spellings shall be accepted only on receipt of a certificate duly amended by the Department of Education or other institution that had issued it, or after receiving proof that the student's surname and/or first names have been officially changed. Such proof should be supplied or issued by the Department of Home Affairs or, where applicable, a similar body, and should indicate the student's date of birth, his or her former names and his or her present names. Sworn statements, birth certificates, passport and/or identity documents are **NOT** acceptable for this purpose.

- Prospective students who have obtained qualifications outside the Republic of South Africa are advised to contact the South African Qualifications Authority (SAQA) beforehand to have their qualifications evaluated.
- Prospective students who have obtained their qualifications from a recognised private schooling system in South Africa may apply to the Office of the Registrar for admission via a Senate discretionary route as an interim arrangement until full accreditation is achieved by such schools. The Registrar will consider conditional admission and submit a list of conditionally accepted candidates for Senate approval.
- A statement of symbols will be accepted provisionally until a certified copy of the original National Senior Certificate is handed in.

1.3.5 If an applicant's previous registration had been at any other tertiary educational institution where he or she discontinued his or her studies before obtaining the degree or diploma he or she had been registered for, he or she has to submit, as soon as possible, an original academic record and a certificate of good conduct issued by the registrar of that institution.

1.3.6 If the applicant had previously been registered at more than one tertiary educational institution, he or she has to obtain the documents referred to in **rule 1.3.5** from each of those institutions, where applicable. Please note that TUT will keep those original documents and that they will not be returned to the applicant.

#### **1.4 PROVISIONAL ADMISSION IN RESPECT OF WORK EXPERIENCE, AGE AND MATURITY**

1.4.1 A person may also, subject to **rule 1.1.1** or **rule 1.2.1**, be provisionally admitted if such a person is in possession of a National Senior Certificate, Senior Certificate or an equivalent certificate, but lacks more than one requirement for admission, provided that –

- (a) such a person should have reached the age of 23 before the date of registration and should have at least three (3) years of work experience and proven ability relating to the proposed field of study; and
- (b) the TUT Council is satisfied that the standard of such a person's communication skills, his or her ability to study successfully and his or her work experience are such that he or she will be able to complete the proposed qualification successfully.

1.4.2 A person who has been admitted in respect of work experience, age and maturity, shall be admitted to the second semester or year only if his or her academic achievement in the first semester or year of study has been to the satisfaction of the Council.

1.4.3 A person who is admitted to the second semester or year of study shall be regarded as having met the minimum requirements for admission to studies at TUT.

#### **1.5 CHANGING OF INFORMATION**

1.5.1 Should a student's postal address change, he or she must notify the Admissions Office in writing.

1.5.2 TUT accepts no responsibility for any incorrect information in respect of admission requirements supplied by anyone who has not been authorised to supply such information. All enquiries should be directed to Admissions Office.

## CHAPTER 2

### FEES

**PLEASE NOTE: THE FEES PUBLISHED IN THIS CHAPTER ARE THE FEES OF 2010. THE 2011 FEES WILL BE MADE AVAILABLE AS THEY HAVE BEEN FINALISED.**

#### 2. GENERAL FINANCIAL TARIFFS

##### 2.1 ADJUSTMENT OF FEES

The Tshwane University of Technology Council reserves the right to adjust the fees payable to it without prior notice.

##### 2.2 FEES

2.2.1 Tuition fees are payable per subject, except in the case of a dissertation or thesis.

2.2.2 If a subject is repeated, the required class fees have to be paid again (see rule 3.1.1).

2.2.3 The fees payable for the different subjects appear in a separate publication pertaining to fees. This publication is available at Information Services and on TUT's website.

##### 2.3 PAYMENTS TO THE TSHWANE UNIVERSITY OF TECHNOLOGY

###### 2.3.1 CONFIRMATION PAYMENT: TUITION FEES

The student has to pay a confirmation payment of **R500** within three (3) weeks of the date of the acceptance letter, in order to reserve his or her place in the programme. Ignoring this will result in the automatic cancellation of the place.

That payment, less **R200**, shall be refunded only if a prospective student is prevented from registering for a valid reason; for example, if he or she fails Grade 12.

###### 2.3.2 INITIAL PAYMENT ON REGISTRATION

###### 2.3.2.1 Class fees

In addition to the **R500** payment, newcomer students have to pay **R1 000** and senior students **R1 500** before formal registration can take place, as first instalment for the total tuition fees charged.

###### 2.3.2.2 Residence fees

###### 2.3.2.2.1 Payment of accommodation fees

- NO advance payment is required on submission of the residence application form.
- A compulsory advance payment of **R1 200** is required before residence registration.
- Ten per cent (10%) of the initial amount is charged for accommodation, per month.

2.3.2.2.2 First-semester fees comprise 60% of the annual residence fee.

2.3.2.2.3 Second-semester fees comprise 50% of the annual residence fee.

2.3.2.2.4 Interest will be charged on all instalments or accounts that are in arrears.

2.3.2.2.5 Accommodation fees for the current year should be settled by 31 October.



2.3.2.2.6 Credits in respect of accommodation fees are possible only if a resident signs off at the residence on the actual day on which he or she leaves the residence. Last date for credits: 30 September.

2.3.2.2.7 Residence fees are available on request from Residence Administration at the relevant campus.

2.3.2.2.8 First-semester and year students have to pay 50% of the residence fees that are due, before 31 May.

### 2.3.2.3 Flats (Pretoria Campus only)

The Alma & Du Toit, Zaragosapark and Zethushof flats are managed as ordinary flats. Allocations are made strictly according to the waiting list.

Fees are available on request from the respective managers.

Alma & Du Toit: 012 440 8101

Zaragosapark: 012 330 3427

Zethushof: 012 3441625

### 2.3.2.4 Guest houses (Pretoria Campus only)

Daily, weekly or monthly tariffs may be obtained by phoning 012 341 0890.

## 2.3.3 FURTHER PAYMENTS

### 2.3.3.1 Class fees

#### First-semester programmes

The balance of the class fees is payable in three instalments on 28 February, 31 March and 30 April.

#### Second-semester programmes

The balance of the class fees is payable in three instalments on 31 August, 30 September and 31 October.

#### Year programmes

The balance of the class fees is payable in nine instalments, from 28 February up to and including 31 October.

**PLEASE NOTE: NO ADDITIONAL PAYMENTS FOR CLASS FEES MAY BE REQUESTED FROM STUDENTS.**

### 2.3.3.2 Discount

#### 2.3.3.2.1 Year programmes

A discount of 5% shall be granted if the full amount of the class fees for year programmes is paid in full by 30 April (excluding bursaries from the Financial Aid Bureau and NSFAS allocations).

The application for a discount should reach the Student Debtors Division before 30 April.

#### 2.3.3.2.2 Semester programmes

A discount of 5% shall be granted as follows (excluding bursaries from the Financial Aid Bureau and NSFAS allocations):

**First semester:** payment of the full account by 28 February

**Second semester:** payment of the full account before 31 August

Application for a discount should reach the Student Debtors Division before 31 August.

#### 2.3.3.2.3 Family discount on class fees

Family discounts apply to class fees only. If two (2) or more members of the same household study simultaneously at the Tshwane University of Technology, they are eligible for the following discounts:

**Second student:** 15% discount  
**Third and successive students:** 25% discount each

Applications for discounts should be submitted to the Student Debtors Division in writing, supported by certified copies of the following documentation:

- Birth certificate(s) of student(s)
- ID document of parents

Discounts shall be granted in the registration period for the specific year only and not retrospectively.

#### 2.3.3.2.4 Discount on residence fees

**NO DISCOUNT** shall be granted in respect of residence fees.

#### 2.3.4 MANNER OF PAYMENT

The following payment methods may be used:

- Cash
- Cheques (post-dated cheques shall not be accepted)
- Credit cards
- Debit cards
- Electronic payments via the Internet
- Foreign bank drafts
- Postal orders
- Traveller's cheques

#### 2.3.4.1 Only bank guaranteed cheques shall be accepted only under the following conditions:

- The cheque should be made out to the Tshwane University of Technology.
- The date on the cheque should be valid – the cheque may not be post-dated or outdated.
- The amount should be the same in words and figures.
- The cheque should be signed in full.
- The drawer's ID number and telephone number should appear on the cheque.
- If it is a company cheque, the registration number of the company should appear on the cheque.
- No alterations may be made on cheques.
- A cheque with a bank stamp shall not be accepted, in other words, cheques shall not be re-deposited.

#### 2.3.4.2 Direct payments at banks

The Tshwane University of Technology has accounts at Standard Bank and ABSA Bank, where students may make payments to pay their student debts. Specially designed deposit slips that are available at the Student Debtors Division, or which are attached to the account statements, may be used for that purpose.

**Bank details:**

**ABSA Bank:**

Account holder: Tshwane University of Technology  
Account number: 405 314 2603  
Branch code: 632005  
Account type: Cheque or current account  
Reference: Student number

**Standard Bank:**

Account holder: Tshwane University of Technology  
Account number: 011 414 154 (Student class fees)  
Branch: West End  
Branch code: 010345  
Account type: Cheque or current account  
Reference: Student number

**2.3.4.3 Payments at post offices**

Student accounts may be paid at any post office by using only the specially designed deposit slips attached to the account statements.

**2.3.4.4 Payment by employers or by means of bursaries or NSFAS grants**

- Written proof of such sponsorship or a bursary letter should be submitted on the day of registration.
- Only original sponsorship or bursary letters shall be accepted. No photocopies or faxed letters are acceptable.

**2.3.5 EXPERIENTIAL LEARNING**

Students who register for experiential learning have to pay the full amount (**R850**) on registration.

**2.4 FEES IN ARREARS**

**2.4.1 Interest payable**

If instalments are in arrears, interest at the banker's prime rate less 1% shall be charged on overdue instalments after the last payment date of the account.

**2.4.2 Refusal to render services**

In cases where students' accounts or other fees, as approved by the EMC, have not been settled or the replacement fee has not been paid by the set dates, the Tshwane University of Technology reserves the right to refuse to –

- register such students;
- issue such students with student cards; and
- accommodate such students in residences.

The examination results of such students may also be withheld, and the Tshwane University of Technology may refuse to issue them with a certificate of good conduct or to confer a diploma or degree on them.

**2.4.3 Refunding a credit balance on an account**

- 2.4.3.1** A credit balance on a student's account shall be paid out on the written request of the student's sponsor, parent (if a minor) or employer.

2.4.3.2 Cancellation of a programme does not mean that residence accommodation is automatically cancelled, as well. The student should actually sign off at the residence.

Reductions in accommodation fees shall be granted only if a resident signs off at the residence on the actual day on which he or she leaves the residence.

## **2.5 SUNDRY FEES PAYABLE**

### **2.5.1 Application fee**

A fee of **R200** has to be paid on application for admission in respect of all first applications to the Tshwane University of Technology. It is not refundable.

### **2.5.2 Examination fees**

No examination fees are payable in respect of main examinations or supplementary examinations.

2.5.2.1 An amount of **R320** (first and additional subject(s)) is payable when applying to sit for exams elsewhere. **Please note:** Only for students who studied packages, it does not include distance education. Only main examination will be considered, not supplementary or special examinations.

### **2.5.3 Additional payment for late registration**

An additional **R235** per registration shall be charged if a student is permitted to register after the final date of registration.

### **2.5.4 Administrative costs in respect of dishonoured cheques**

A student who pays his or her account by cheque, and whose cheque is returned by the bank, shall be penalised and he or she shall have to pay **R300 plus a levy of 10%** on the cheque amount. In addition, he or she shall have to pay all subsequent fees in cash.

### **2.5.5 Duplicate student card**

An amount of **R80** is payable per duplicate

### **2.5.6 Duplicate personal examination timetable (only distance education students)**

An amount of **R25** and **R8** for other students is payable per duplicate

### **2.5.7 Special examinations**

An amount of **R115** is payable per subject  
For change of examination venue after closing date: **R745** (distance education)  
Exceptional cases: **R350** per subject

### **2.5.8 Duplicate statement of results**

**R8** per statement

### **2.5.9 Academic reports**

Computer printouts: **R11** per report  
Non-computerised printouts: **R120** per report  
Computer printouts for distance education students (faxed or posted): **R25**

### **2.5.10 Exemption of subjects**

**R75** per subject up to a maximum of **R420** (payable with application)

- 2.5.11 **Granting of status**  
**R115** (payable with application)
- 2.5.12 **Duplicate proof of registration**  
**R8** per proof of registration
- 2.5.13 **Re-marking and/or rechecking and/or insight into examination scripts**  
**R200** per subject (this is refunded if re-marking changes the mark)
- 2.5.14 **Examination enquiries about results after the closing date**  
**R32** per enquiry
- 2.5.15 **Meal fees**  
The meal system operates on a cash up-front basis
- 2.5.15.1 Pretoria Campus: **R150** (including R15 card fee). Lost or damaged meal cards are replaced at R15 each
- 2.5.15.2 Soshanguve Campus: **R150** (student cards used)
- 2.5.15.3 Ga-Rankuwa Campus: Cash meal system
- 2.5.16 **Internal fees**  
The amount mentioned in the residence confirmation letter is payable when the student reports at the residence.
- 2.5.17 **Registration fee**  
A non-refundable amount of **R200** is payable to cover direct registration expenses (not applicable to postgraduate, distance education and experiential learning students).
- 2.5.18 **International students**  
An additional amount of **R1 400** per student per annum is payable on registration.
- 2.5.19 **Electronic resource centres (ERC)**  
**R150** per student per annum (not applicable to postgraduate, experiential learning and off-campus students). See Rule 2.8.5.
- 2.5.20 **Duplicate invoice or account**  
**R8** per invoice or account
- 2.5.21 **Old syllabi/transcripts**  
**R375** per application
- 2.5.22 **Penalty for simultaneous registration at other institutions without prior permission**  
**R405** per subject
- 2.5.23 **Exit examination**  
**R115** per subject

2.5.24 **Penalty for distance education students for submitting the same assignment more than once for marking**

**R92** per assignment

2.5.25 **Recognition of prior learning (RPL)**

Application fee: **R235**

Subject fee: **R120**

Assessment fee: 25% of subject price per subject up to a maximum of **R2 500**

2.5.26 **Admission test fee:**

MBA: **R300**

2.5.27 **Statement on replacement of certificate**

**R150** per statement

2.5.28 **Re-registration**

Please contact the Student Fees Office for subject re-registration fees.

**2.6 STUDENT EXTRA-CURRICULAR FEES**

Extra-curricular activities fees, as defined in paragraph 49 of the VAT Act, are payable as follows (not applicable to experiential learning students):

**A total of R350**, made up of R30 for insurance cover, R100 for SRC levy, R45 for HIV and AIDS activities, R70 for SLG activities, R70 for sport and recreation activities and R35 for Netcare 911, for all students while on campus.

The above amount is an **annual fee** and are payable with the initial payments on registration and is not refundable on cancellation.

**2.7 CANCELLATION CREDITS**

The following cancellation credits apply when a student discontinues his or her studies before the end of the semester or year:

2.7.1 **YEAR SUBJECTS**

2.7.1.1 **Acceptance fee**

A student will forfeit **R220** of the **R1 500** initial payment if he or she does not turn up (non-registered students – newcomer) after the closing date for registration.

2.7.1.2 **Initial payment on registration**

Cancellation before 15 February: The student will not be liable for any percentage of the full tuition fee for the year, but will forfeit **R220** of the initial payment.

2.7.1.3 **Tuition fee**

Cancellation from 16 February to 31 March: The student will be liable for **30%** of the full tuition fee for the year.

#### 2.7.1.4 **Tuition fee**

Cancellation from 1 April to 31 July: The student will be liable for **50%** of the full tuition fee for the year.

#### 2.7.1.5 **Tuition fee**

Cancellation, in exceptional cases and with permission from Student Administration, from 1 August: The student will be liable for **100%** of the full tuition fee for the year.

### 2.7.2 **FIRST SEMESTER**

#### 2.7.2.1 **Acceptance fee**

A student will forfeit **R220** of the **R1 500** initial payment if he or she does not turn up (non-registered students – newcomer).

#### 2.7.2.2 **Initial payment**

Cancellation before 15 February: The student will not be liable for any percentage of the tuition fee for the semester, but will forfeit **R220** of the initial payment.

#### 2.7.2.3 **Tuition fee**

Cancellation from 16 February to 15 March: The student will be liable for **60%** of the full tuition fee for the semester.

#### 2.7.2.4 **Tuition fee**

Cancellation, in exceptional cases and with permission from Student Administration, from 16 March: The student will be liable for **100%** of the full tuition fee for the semester.

### 2.7.3 **SECOND SEMESTER**

#### 2.7.3.1 **Acceptance fee**

A student will forfeit **R220** of the **R1 500** initial payment if he or she does not turn up (non-registered students – newcomer).

#### 2.7.3.2 **Initial payment**

Cancellation before 15 August: The student will not be liable for any percentage of the tuition fee for the semester, but will forfeit **R220** of the initial payment.

#### 2.7.3.3 **Tuition fee**

Cancellation from 16 August to 15 September: The student will be liable for **60%** of the full tuition fee for the semester.

#### 2.7.3.4 **Tuition fee**

Cancellation, in exceptional cases and with permission from Student Administration, after 16 September: The student will be liable for **100%** of the full tuition fee for the semester.

### 2.7.4 **POSTGRADUATE AND EXPERIENTIAL LEARNING**

No credit for cancellation – dealt with according to merit.

## **2.8 POSTGRADUATE STUDIES**

### **2.8.1 Application fee**

A fee of **R200** shall be paid on application for admission in respect of all first applications to the Tshwane University of Technology. It is not refundable.

### **2.8.2 Initial payment on registration**

A minimum initial payment of **R1 500** is payable before registration, as a first instalment of the total tuition fees. Payment will reflect on the student account 24 hours after a bank deposit has been made. The payments of students who pay at the counters will reflect on their accounts immediately.

### **2.8.3 Further payments**

For semester qualifications, see rule 2.3.3.1

For a mini-dissertation, dissertation or thesis, the balance is payable in nine (9) instalments from 28 February up to and including 31 October.

### **2.8.4 Re-registration**

**R470** is payable on re-registration for a mini-dissertation, dissertation or thesis.

### **2.8.5 Registration levies for postgraduate students**

Postgraduate students are excluded from paying the additional registration and electronic resource levy but, if they want to use the electronic resource centres, they have to pay for it.

## **CHAPTER 3 REGISTRATION OF STUDENTS**

### **Please note:**

Students should submit, prior to registration or at registration, a certified copy of their Senior Certificate (Grade 12) or equivalent qualification, or a certified copy of the symbols they obtained for either qualification.

After the closing date of registration disciplinary steps will be taken against students who are attending classes before they have been registered officially, and they will be subject to a fine.

## **3.1 FORMAL INSTRUCTION**

Students must register for each academic term (annually, in the case of year programmes, and each semester, in the case of semester programmes) in the set registration periods, and they must pay the required initial fees. Students will not be permitted to register after the final date of registration.

### **3.1.1 READMISSION OF STUDENTS TO STUDIES**

#### **3.1.1.1 Undergraduate students**

3.1.1.1(a) All students are required to complete their programmes successfully in a period not exceeding twice the minimum number of years allowed to complete such programmes. A student who fails to complete his or her studies in the maximum period permitted, may appeal, under certain circumstances, submitting full reasons for this rule to be relaxed, to a committee consisting of the Executive Dean, the Head of the Department, a senior lecturer from another academic department, a representative of the Registrar and a member of the Students' Representative Council.



3.1.1.1(b) A student who has not obtained the following credit weights through successfully completing subjects and/or modules, may continue with his or her studies only if a committee grants him or her permission to do so, on his or her submitting full reasons for this rule to relaxed due to extenuating circumstances. This applies to all campuses. Such committee shall consist of the Executive Dean, the Head of the Department, a senior lecturer from another academic department, a representative of the Registrar and a member of the Students' Representative Council:

- At least 0,50 credit weight at the end of his or her first academic year or second academic semester.
- At least 1,00 credit weight at the end of his or her second academic year or fourth academic semester.
- At least 1,50 credit weight at the end of his or her third academic year or sixth academic semester.
- At least 2,00 credit weights at the end of his or her fourth academic year or eighth academic semester, which should include, at the very least, all the year or semester subjects that are required for the first year.
- At least 2,50 credit weights at the end of his or her fifth academic year or tenth academic semester.
- At least 3,00 credit weights at the end of his or her sixth academic year or twelfth academic semester.
- At least 4,00 credit weights at the end of his or her eighth academic year or sixteenth academic semester. (Only applicable to four-year Baccalaureus Technologiae degrees.)
- At least 0,50 credit weights at the end of his or her first academic year or second academic semester. (Only applicable to one-year Baccalaureus Technologiae degrees.)
- At least 1,00 credit weights at the end of his or her second academic year or fourth academic semester. (Only applicable to one-year Baccalaureus Technologiae degrees.)

**Please note:**

- The above restrictions shall also apply to students who change from one programme to another.
- Evening-class, block, or distant education students and students who took fewer than the required number of subjects, and who submit valid reasons, may apply for readmission.
- Students will be excluded from TUT and not only from the programme registered for.

3.1.1.1(c) Extenuating circumstances and exceptions to be considered by the Appeals Committee:

- i. When studies are interrupted due to circumstances beyond the student's control, a maximum of two (2) uninterrupted years will be considered for relaxing rules 3.1.1.1(a) and 3.1.1.1(b), if extenuating circumstances can be proved.
- ii. Extended hospitalisation or other serious medical conditions, if acceptable supporting documentation and medical reports are submitted.
- iii. Where a student has applied for academic leave (interruption of studies), up to one (1) year will be considered for relaxing rules 3.1.1.1(a) and 3.1.1.1(b), based on valid reasons, e.g. financial reasons, employment-related reasons, etc. (Refer to Chapter 7, Rule 7.1 (a))
- iv. In the first year of study, students who have passed a total of 0,40 credit weight, after one (1) academic year, may submit appeals for readmission, providing acceptable reasons, as required in rules 3.1.1.1(c) - 3.1.1.1(c)iii, are submitted.

- v. Students who were enrolled for the extended curriculum programme with foundation provision, will be subject to the rules of academic progress with consideration of the additional time allocated to achieve the credits.
  - vi. If a final-year student has a maximum of three subjects outstanding and can complete the programme in one semester, and submits acceptable reasons for readmission.
  - vii. If a student has progressively improved from one (1) semester to the semester directly preceding the Appeals Committee meeting, and submits valid reasons for poor performance in the first semester.
- 3.1.1.1(d) Appeals, stating full reasons in terms of rule 3.1.1.1(c), should be submitted to the Executive Dean's office no later than three (3) days after classes have commenced. No late applications will be accepted.
- 3.1.1.1(e) Credit-bearing experiential learning subjects shall be included when the total number of credits are calculated for readmission.
- 3.1.1.1(f) A single exclusion model shall be applied by all academic faculties of the Tshwane University of Technology.
- 3.1.1.1(g) The readmission of excluded students may be considered by the Appeals Committee after a period of two (2) years has lapsed. Conditions for readmission, as set by the Appeals Committee, shall apply.
- Students may lodge an appeal that this period be shortened to a year, if substantiated with evidence of successful academic progress at another accredited tertiary institution.
- 3.1.1.2 Postgraduate and post-diploma students**
- 3.1.1.2(a) Unless explicitly otherwise indicated, the minimum period of study for one-year post-diploma programmes and BEd (Honours) programmes shall be one (1) academic year, and the maximum period shall be two (2) academic years, in the case of day-class students, whilst the maximum period for part-time students shall be three (3) years.
- 3.1.1.2(b) The period of study allowed for a Magister Technologiae shall be a minimum of one (1) and a maximum of three (3) academic years.
- 3.1.1.2(c) The period of study for a Doctor Technologiae shall be a minimum of two (2) and a maximum of five (5) academic years.
- 3.1.1.2(d) The readmission of a student who has already registered for the maximum number of years, but who has not yet completed his or her studies, may be permitted only after the Head of the Department has interviewed the student and the dean has given his or her written permission for re-registration. On approval of an extension, one third of the required class fees shall be payable, annually, by postgraduate students. The terms and conditions in Chapter 8 shall also apply.
- 3.1.1.2(e) An excluded student who is readmitted has to complete the qualification in the minimum period of study, as required above.
- 3.1.2 If, on registration, a student is unable to submit certified copies of the documentary proof that all the admission requirements have been met, he or she may register conditionally: Provided that, if TUT does not receive the documents concerned before 30 April (in the case of first-semester and year students) or before 31 August (in the case of second-semester students), the student's registration for the academic term concerned be cancelled immediately and any fees paid be forfeited.
- 3.1.3 In cases where TUT receives the above documents before 30 April or 31 August, but after the student have registered, and it is subsequently found that the student was not entitled to register for the programme concerned, his or her registration for the academic term concerned shall be cancelled immediately and any fees paid shall be forfeited.

- 3.1.4 Registration as a student is valid for one (1) academic year only in the case of year programmes and for one semester only in the case of semester programmes. This also applies to experiential learning.
- 3.1.5 On his or her signing of the registration form or acceptance of the electronic declaration in respect of an academic term, a student declares himself or herself fully conversant with the rules of TUT, and he or she undertakes to observe, strictly, all the rules of TUT. If he or she is a minor but is not being assisted by a parent or guardian, it is accepted by implication that he or she has been authorised to sign the registration form. Fees are not refundable in cases of expulsion or suspension or if a student no longer attends lectures.
- 3.1.6 Particulars regarding dates of registration and other relevant information are posted to newcomer students and are also obtainable from Student Administration.
- 3.1.7 The registration of students of the various academic departments takes place on different dates and campuses, and students must attend lectures on the dates determined by the heads of their respective academic departments, irrespective of whether or not their registration has been formally concluded. Official registration takes place at Student Administration or at the official registration points. Enrolment at any academic department, the payment of class fees or the making of arrangements for the payment of class fees does not exempt a student from official registration.
- The registration form contains all the subjects for which a student may register for the period concerned, and no one will be admitted to register for a subject or subjects unless the Head of the Department concerned, or his or her delegate approves the student's choice of subjects.
- Please note:** After the closing date for registration, no student will be allowed to attend classes if he or she is not formally registered and cannot produce proof of registration.
- 3.1.8 No student will be permitted to register at TUT for more than one (1) certificate, diploma or degree programme, simultaneously, in any given academic year or semester, without the permission of the Registrar, and no student may register at more than one institution for tertiary education, simultaneously, without the permission of the Registrar. Such permission may be withdrawn by the Registrar on recommendation of the head of department concerned, should the academic performance of the student not be satisfactory. A student who has obtained permission must familiarise himself or herself with all the relevant examination dates before registering at another tertiary education institution. Should the simultaneous registration result in the coinciding of examination dates, the student shall not be permitted to register for the subject(s) concerned at the other institution. TUT shall neither consider nor accommodate any other examination date(s) for such subject(s) if examination dates should coincide as a result of simultaneous registration. Registration for two (2) programmes, without the written approval of the Registrar, does not imply consent, and such registration may be cancelled.
- 3.1.9 No student will be permitted to register for a subject without having passed the relevant subject in the preceding year or semester, and/or the prerequisite subject(s) for admission to that subject. Registration for a subject or subjects contrary to this rule does not imply that TUT condones such registration. Any inadmissible registration will be cancelled without prior notice, as soon as it is discovered. Should a subject credit be obtained by means of such inadmissible registration, the student concerned may lay no claim to such credit, and the Registrar has the right to cancel that credit. All class fees paid shall be forfeited in such a case.
- 3.1.10 When a student registers for a certificate, diploma or degree programme, it is subject to the rules in terms of which the curriculum concerned have been drawn up and approved by the Council on the recommendation of the Senate.
- 3.1.11 Should the rules in terms of which a curriculum has been drawn up be amended, students who commenced their studies under previous rules and who have not interrupted their studies, may, subject to the transitional provisions formulated or confirmed by the Council, complete their curriculum in terms of the former rules: Provided that the TUT Council formulate transitional rules to enable such students to complete their studies within a reasonable period in terms of the former rules.

- 3.1.12 The TUT Council reserves the right to discontinue the offering of any approved programme at any time and to authorise the offering of any new, approved programme and any reviewed, approved programme, at any time.
- 3.1.13 A student must determine himself or herself whether the programme for which he or she has enrolled has been reviewed. If it has been reviewed, he or she should find out what the phase-out date is of the programme he or she is currently attending, and whether he or she would be able to meet all the requirements for graduation, in time – before the phase-out date.
- 3.1.14 A student who has registered for a certificate, diploma or degree programme and who fails to renew his or her registration for that programme in the following academic semester or year, or who fails a term of study, will be deemed to have interrupted his or her studies and will forfeit the right to complete his or her studies in terms of the former rules: Provided that registration for experiential learning for the academic term following the term in question be regarded as a renewal of his or her registration: Provided further that the TUT Council, in exceptional cases, should permit such a student to continue his or her studies in terms of such conditions as may be determined by the Council.
- 3.1.15 If a student is unable to comply with all the requirements before the phase-out date, he or she has to change over to the reviewed programme and has to apply to Student Administration for exemption from the applicable subjects for which he or she has already obtained credit.
- 3.1.16 Subsequently, that student will have to meet the requirements he or she has not yet met in respect of the reviewed programme, in terms of the rules of the University.
- 3.1.17 If a student fails a subject and wishes to register for that subject again, he or she may do so only if the examination timetable can accommodate that combination of registered subjects within the set period of examination without any examination dates for those subjects coinciding.
- 3.1.18 TUT assumes no responsibility for any incorrect information in respect of any matter relating to registration supplied by anyone who has not been authorised to supply such information. All enquiries should be directed to Student Administration.

## **3.2 LATE REGISTRATION**

A student who does not register in the official period of registration will not be allowed to register in that particular semester or year.

Students who, for whatever reason, register after classes have commenced, may not lay claim to any concession regarding lectures, tests, etc. that were held before they registered.

## **3.3 PROOF OF REGISTRATION**

It is the responsibility of each student to ensure that his or her registration has been carried out correctly and that he or she receives an official proof of registration.

All students are provided with proof of registration on conclusion of their registration.

Students must verify that the information given for proof of registration is correct before leaving the registration venue. All changes or corrections must be reported before the final, published registration date. Should a student fail to do so, cancellations and additions that follow after that date will not be considered.

## **3.4 FOREIGN STUDENTS**

Foreign (non-South African) students may register at TUT if they are in possession of a valid study permit, study visa or permanent residence permit. All other registration rules apply to all foreign students.

## CHAPTER 4

### EXAMINATION RULES AND REGULATIONS

#### 4.1 STUDENT EXAMINATION RULES AND REGULATIONS

All the rules under Rule 4.1 shall apply to distance education students, except where indicated otherwise.

##### 4.1.1 INTRODUCTION

The examinations of the Tshwane University of Technology (TUT) are conducted in terms of the provisions of the Higher Education Act, 1997 (Act No. 101 of 1997), and the Statutes of TUT, and according to TUT's rules and regulations, as approved by the Council and/or the Senate of TUT. Students who do not comply with those rules and regulations shall be subjected to disciplinary steps.

##### 4.1.2 DEFINITIONS

In this chapter, unless the context otherwise indicates –

4.1.2.1 **“Academic Disciplinary Committee”** means a committee that deals with all cases of alleged academic-related misconduct by students (see Chapter 15);

4.1.2.2 **“assessor”** (previously referred to as **examiner**) means a person accredited by the Higher Education Quality Committee (as the Higher Education ETQA) and appointed by the Senate to ascertain whether the specific outcomes of a qualification and its underpinning programme have been achieved; which assessor should therefore be suitably qualified to assess learning at a specified level, with suitable training as an assessor, his or her qualification being one (1) hierarchical level higher in the same discipline than the level of the subject to be assessed; and which assessor should, for the examination in subjects at Level V, possess a suitable or equivalent qualification in the same discipline; that is, at least at the same level of the subject to be assessed, whereas for the assessment of dissertations, mini-dissertations and/or theses, a suitable or equivalent qualification should be one that is at least at the same level of the dissertation, mini-dissertation and/or thesis to be assessed:

(a) **“assistant assessor”** means a person appointed according to TUT policy for assisting the assessor with the marking of examination scripts; and

(b) **“assistant marker”** means a person appointed according to TUT policy for assisting the lecturer with the marking of test scripts;

4.1.2.3 **“assessment”** means the identification, gathering and interpretation of information about a student's achievement in any formal learning or non-state-subsidised programme in order to assist the student's development and improve the process of teaching and learning, and it may take any of the following forms:

(a) **“colloquium”** means a gathering of colleagues from academic and/or other fields of expertise for the evaluation and critique of the academic merit of the presented work and its relevance to society, commerce and industry;

(b) **“computer-based examination”** means an electronic examination based on applied theory, with a predicate mark that is determined through a balance of applied theory and practical components. The normal criteria for theory type subjects, in terms of subminimum rule, calculation of a final mark, and re-examination admission apply.

(c) **“continuous assessment”** means the regulated, moderated, valid and reliable assessment of learning progress in a module or subject at defined intervals and of defined content and skills, which all contribute to the final promotion mark for that module or subject; continuous assessment being an alternative to assessment, since, although it is based on regular, formative assessments, is capped by a final examination in a module or subject; it also provides for the integration of knowledge in a subject or module; and, for continuous assessment, no supplementary or exit examination is allowed in terms of rules 4.1.17.6 and 4.1.17.7;

- (d) **“dissertation”** means a written scientific report on research, which is one of the requirements for obtaining a research Magister Technologiae;
- (e) **“electronic assessment”** means the use of various electronic technologies for optimising and managing the measurement of a student’s competence against specific outcomes;
- (f) **“examination”** means a method of assessing the standard achieved by a student in a subject and includes the main examination, supplementary examinations and other special examinations, as determined by TUT;
- (g) **“mini-dissertation”** means a written, scientific report on research with a limited scope, which is one of the requirements for obtaining a structured Magister Technologiae;
- (h) **“open-book examination”** means an examination where students are allowed to be in possession and make use of set textbooks, notes, etc., as indicated on the question paper and approved by the Senate;
- (i) **“oral examination”** means assessment of a student’s knowledge by verbally asking that student questions and the student verbally answering them, where at least one (1) examiner and one (1) moderator examines the student in this manner;
- (j) **“practical evaluation”** (Faculty of the Arts) means the assessment of a subject that is primarily of a practical nature, where a mark for admission to examination is calculated, but which mark may not form part of the final calculation of the final examination mark; the final mark for such a subject being determined by a combination of individual assessments throughout the year, a portfolio and, the student’s performance or project work, which are capped by a final assessment, but for which no supplementary examination is allowed;
- (k) **“practical examination subject”** means a subject that is primarily of a practical nature, the final mark being determined by combining the predicate mark and a practical examination mark, calculated according to a fixed ratio; students being allowed to qualify for a supplementary examination;
- (l) **“project assessment”** means – in determining the final mark for a subject that is primarily in the nature of a project and/or an assignment – the assessment of the project or assignment only, or the assessment of a combination of assignments and presentations and a project, calculated according to a set ratio;
- (m) **“test”** means a series of questions or exercises, set and taken during an academic period, by means of which a student’s knowledge is critically examined;
- (n) **“theoretical examination”** means an examination that is primarily of a theoretical nature, where the final mark is determined by combining the predicate mark and the theoretical examination mark, calculated according to a set ratio;
- (o) **“theoretical-cum-practical examination”** means an examination of a combined theoretical and practical nature, where the final mark is determined by combining the predicate mark and theoretical examination and practical examination marks, calculated according to a set ratio; and
- (p) **“thesis”** means a written, scientific report on creative and original research, which is one of the requirements for a Doctor Technologiae;

4.1.2.4 **“Council”** means the Council of the Tshwane University of Technology, as duly constituted in terms of the Higher Education Act, 1997, as amended;

- 4.1.2.5 “**draft question paper**” means a hand-written or typed draft of a proposed examination question paper prepared by the relevant assessor/examiner in terms of the Policy on Assessment and Moderation of Learning, which draft paper should nevertheless be finally approved by the moderator before being submitted for examination purposes;
- 4.1.2.6 “**EMC**” means the Executive Management Committee of TUT;
- 4.1.2.7 “**examination**” (see rule 4.1.2.3 (e)) means any one of the following:
- (a) “**main examination**” means the normal examination conducted on completion of an academic block; and means, for distance education, also the normal examination conducted on completion of an academic block;
  - (b) “**special examination**” means one of any of the following categories of examinations:
    - (i) “**aegrotat examination**” means an examination that, subject to the approval of the Registrar or his or her designate, may be taken by a student who has been prevented from preparing for the main examination, or who has been prevented from taking the main examination during an examination period as a result of illness; and
    - (ii) “**special circumstances examination**” means an examination that, subject to the approval of the Registrar or his or her designate, may be taken by a student who has been prevented from preparing for an examination or who has been prevented from taking the main examination as a result of circumstances beyond his or her control;
  - (c) “**supplementary examination (re-examination)**” means an examination following the main examination in a subject or subjects that a student may take, when such a student has failed the main examination in the subject or subjects concerned; and means, for distance education, an examination following the main examination during the next main examination period in a subject or subjects, granted under certain conditions, to a student who had failed the previous main examination in those subject or subjects, or who was absent during that period;
  - (d) “**exit examination**” means an examination that, subject to the approval of the Registrar or his or her designate, may be taken under certain conditions by a final-year student who requires a maximum of one subject in order to obtain a diploma or degree;
- 4.1.2.8 “**Student Services**”(“**Student Administration**”) means the relevant administrative section at each of the official learning sites or campuses that is responsible for the running of the different examination subprocesses (examination administration for distance education does not form part of a specific learning site; it is managed through the administration of distance education);
- 4.1.2.9 “**examination mark**” means the mark, expressed as a percentage, obtained by a student in an examination;
- 4.1.2.10 “**examiner**” see “**assessor**”
- 4.1.2.11 “**exit-level subject**” means a subject that is offered at the third level in the National Diploma, at the fourth level in the Baccalaureus Technologiae, and at the fifth level in the Magister Technologiae (in other words, all subjects at the third level and higher, as indicated by the appropriate level, i.e. Levels III, IV and or V, in a subject or module code);
- 4.1.2.12 “**experiential learning (work-based learning, work-integrated learning)**” means learning by doing, which may be accomplished in a range of contexts within different parameters, and which may either be work-based, being then referred to as “work-integrated learning” or “work-based learning”, or which may be undertaken in a simulated environment;
- 4.1.2.13 “**Faculty Examination Committee**” (FEC) means a committee consisting of the dean of the faculty, the representative of the Registrar, the head of the relevant department, one head of another department in the faculty and the relevant assessor(s); which committee meets during the examination period, as and when required, to consider examination results and extraordinary circumstances affecting the validity and/or fairness of examinations, a separate FEC meeting will be convened for distance education;

- 4.1.2.14 “**final mark**” means the combination of marks obtained at the end of a study period, calculated according to a set ratio, in a subject, module or dissertation, and expressed as a percentage;
- 4.1.2.15 “**insight**” means the inspection of an examination answer script by a student in the presence of a senior administrative officer;
- 4.1.2.16 “**final examination/assessment results**” means the examination or assessment results of the main examination, the subsequent supplementary and special examinations, and the results of non-examination subjects, excluding the examination results of the qualifying examination taking place during August and February;
- 4.1.2.17 “**invigilator**” means any person who supervises students during tests and examinations, including any member of the academic or temporary staff specially appointed and trained for that purpose, but excluding any student; the invigilator’s task being to ensure that the examination rules are adhered to at all times;
- 4.1.2.18 “**learning site**” means an officially approved learning site or campus of TUT;
- 4.1.2.19 “**memorandum**” means the official exposition or framework of the answers to the questions in the paper, which enables the examiner to give marks to the students’ answers in a clear, systematic, fair and reputable manner;
- 4.1.2.20 “**misconduct**” means any unacceptable act or deed, as described in the Students’ Rules (see Chapter 15);
- 4.1.2.21 “**moderation**” means the process that ensures that the assessment of outcomes has been fair, valid and reliable;
- 4.1.2.22 “**moderator**” means a person accredited by the Higher Education Quality Committee (as the Higher Education ETQA) and appointed by the Senate for measuring the specific outcomes achieved for a qualification and its underpinning programme; where such moderator should be suitably qualified to moderate learning at a specified level and have suitable assessor training; and where such suitable qualification shall be one (1) hierarchical level higher in the same discipline than the level of the subject to be moderated; and where, for the examination of subjects on Level V, a moderator should possess a suitable or equivalent qualification in the same discipline that is at least at the same level of the subject to be moderated:
- (a) **internal moderator** means a moderator appointed from the staff of the University to moderate all non-exit level subjects;
  - (b) **external moderator** means a moderator appointed from the staff of any other accredited institution or the industry for all subjects at the exit level;
- 4.1.2.23 “**module**” means a sub-unit of a subject, which is identified by its own alpha-numerical code;
- 4.1.2.24 “**off-campus instruction**” means a viable and sustainable form of instruction during which lecturers and students meet as often as required at a predetermined venue away from the official learning site or campus;
- 4.1.2.25 “**predicate mark**” means the mark, earned by a registered student and expressed as a percentage, which comprises the total accumulated test and other marks (field projects, practical work, laboratory work, assignments, etc.) that were obtained in a particular subject in the course of an official academic period; which predicate mark determines whether the student should be admitted to the examination, and, if admission is granted, which predicate mark, with the examination mark, forms part of the final mark;
- 4.1.2.26 “**qualification**” means the formal recognition and certification of learning achievement conferred by an accredited provider, and signifies and formally certifies the demonstrated achievement of a student by means of a planned and purposeful combination of learning outcomes at a specified level of performance;



- 4.1.2.27 **“re-checking”** means the administrative checking of the allotting of marks in the examination answer script, subject to the payment of a fixed fee by the student within a specific time period;
- 4.1.2.28 **“registered student”** means a person whose official status as a student of the University is confirmed after the formal administrative process (when the biographical and academic information of such person is recorded and he or she pays the fixed fees);
- 4.1.2.29 **“re-marking”** means the re-marking of an examination answer script by the moderator, subject to the payment of a fixed fee by the student within a specific time period;
- 4.1.2.30 **“research and development”** means a creative investigation, conducted systematically, which is geared to contribute new knowledge and increase scientific and technological knowledge, with the emphasis on utilising existing and new knowledge in devising applications and solving problems;
- 4.1.2.31 **“Senate”** means the Senate of TUT, duly constituted in terms of the provisions of section 28 of the Higher Education Act, 1997, as amended, and in terms of the University’s Statutes;
- 4.1.2.32 **“service point”** means an approved TUT point of service rendering specific services to distance education services;
- 4.1.2.33 **“student”** means a person whose official status as a student of the University is confirmed after being registered through the formal administrative process (when the biographical and academic information of such a person is recorded and he or she pays the fixed fees);
- 4.1.2.34 **“subject”** means the division of a qualification that covers a complete homologous syllabus, and which may be identified by its own alpha-numerical code, and it also implies, where applicable, part of a subject or module with its own subject code;
- 4.1.2.35 **“subminimum mark”** means the minimum examination mark per examination question paper that a student requires to pass the subject;
- 4.1.2.36 **“tuition centre”** means a venue away from the official learning site or campus where a viable and sustainable form of instruction takes place and where lecturers and students meet as often as required;
- 4.1.2.37 **“TUT”** means the Tshwane University of Technology, as duly constituted in terms of the Higher Education Act, 1997 (Act No. 101 of 1997), as amended;
- 4.1.2.38 **“University”** means the Tshwane University of Technology, as duly constituted in terms of the Higher Education Act, 1997 (Act No. 101 of 1997), as amended;
- 4.1.2.39 **“work-based learning”** see **“experiential learning”** and **“work-integrated learning”**;
- 4.1.2.40 **“work-integrated learning”** means a structured form of experiential learning in a programme that focuses on the application of theory at an authentic workplace or in a simulated, non-work-based context, and which meets the specific competencies needed for obtaining a qualification, being therefore linked to the acquiring of credits and being aimed at the development of a range of skills that will render the qualifying student employable.
- 4.1.3 **REGISTRATION FOR AND ADMISSION TO EXAMINATIONS**
- 4.1.3.1 The registration of a student for a specific academic term or year includes that student’s registration for examinations, subject to all applicable rules.
- 4.1.3.2 No registration for an examination or a special examination shall be valid unless the student’s qualification and his or her registration for the academic year or semester concerned has been approved.
- 4.1.3.3 A student’s registration does not include such a student’s application to take a special examination.

- 4.1.3.4 All examinations shall be conducted at a venue determined by TUT, and students shall take examinations at the venue determined for the campus where he or she is registered.
- 4.1.3.5 Only registered students of TUT may sit for examinations at the University.
- 4.1.3.6 A student shall not be admitted to an examination in a subject or module with its own alpha-numerical code, consisting of seven characters, if he or she has not been officially registered for that subject and has not obtained the required predicate mark of at least 40%.
- 4.1.3.7 In cases where laboratory work and/or practical assignments form part of a subject, the marks obtained for such work shall be taken into account for admission to the examination.
- 4.1.3.8 In the case of Arts and Performing Arts projects, the accumulated total of a project should be at least 40% before a student may submit work for final assessment. If the required 40% has not been obtained, the student may not submit work for final assessment, and he or she will have to repeat the subject.
- 4.1.3.9 On re-registration for a subject, any predicate mark or practical mark previously obtained for that subject shall lapse.
- 4.1.3.10 A student who has been expelled from TUT, and who is not, as a result of such expulsion, allowed on the campus of the University, shall not be allowed to take or sit for any examination.
- 4.1.3.11 A student whose class and/or residence fees have not been paid in full, or who has any other TUT debts, may take or sit for an examination, but his or her results shall not be published before the full outstanding amount is settled. Such a student shall, however, be informed if he or she qualifies for a supplementary examination.

#### 4.1.4 **NOTICE OF ADMISSION TO EXAMINATIONS**

- 4.1.4.1 Predicate mark lists shall be posted on the official notice boards at the campus where the student is registered on the dates given in the official academic calendar. Students shall be held fully responsible for checking their predicate marks for correctness, bringing any mistakes to the attention of the academic department concerned, in time.
- 4.1.4.2 Distance Education students will receive predicate marks by means of SMS. Predicate lists will be published on the notice boards of the service points for distance education students.

#### 4.1.5 **EXAMINATION TIMETABLES**

##### 4.1.5.1 **MAIN EXAMINATIONS**

- (a) All the subjects for which a student is registered are listed on the student's personal examination timetable. This does not mean that he or she automatically has admission to examinations in any of those subjects. The student should have a minimum predicate mark of 40% for admission to examinations in a particular subject.
- (b) The main examination timetable shall be posted on the official notice boards at all the campuses.
- (c) Students should collect their personal examination timetables at the examination counters of the respective campuses before the examinations commence.
- (d) Timetables shall be available approximately four (4) weeks before the commencement of examinations.
- (e) Staff members may not furnish examination timetables by telephone. Students may, however, obtain the examination timetable via the University's electronic answering system, tel. 083 123 2777, or access it on the University's website, [www.tut.ac.za](http://www.tut.ac.za).

**Please note:** Only the examination timetables posted on the official notice boards at the different campuses and the personal timetables issued to students at the examination counters of the respective campuses shall be considered to be the official examination timetables of the University.

It is the responsibility of the student to ensure that he or she is in possession of the correct examination timetable.

In the case of distance education students, the timetable will be mailed to students by the Distance Education Unit and will be the only official timetable given to distance education students. However, the University assumes no liability for delays in the mail, or for mail that was not delivered or not received.

- (f) The examination venue shall be printed opposite each theoretical examination subject on each student's individual examination timetable.
- (g) The examination date and session of each question paper shall be printed next to the subject on each student's personal timetable.

#### 4.1.5.2 SUPPLEMENTARY EXAMINATIONS (RE-EXAMINATION)

- (a) The supplementary examination timetable shall be posted on the official notice boards at all the campuses on the first day of the main examinations. Not applicable to distance education students.
- (b) Students should collect their personal supplementary examination timetables at the examination counters of the respective campuses one (1) day before their specific supplementary examination sessions. Not applicable to distance education students.
- (c) Staff members may not furnish supplementary examination timetables by telephone. Students may, however, obtain the supplementary examination timetable via the University's electronic answering system, tel. 083 123 2777, or access it on the University's website, [www.tut.ac.za](http://www.tut.ac.za). Not applicable to distance education students.

**Please note:** Only the supplementary examination timetables posted on the official notice boards of the different campuses and the personal supplementary timetables issued to students at the examination counters of the respective campuses shall be considered to be the official supplementary examination timetables of the University.

It is the responsibility of the student to ensure that he or she is in possession of the correct supplementary examination timetable.

- (d) A personal supplementary examination timetable shall be required for each subject in which a student may take a supplementary examination.
- (e) The supplementary examination venue shall be printed opposite/next to each supplementary examination subject on each student's personal supplementary examination timetable.
- (f) The supplementary examination date and session of each supplementary question paper shall be printed next to the subject on each student's personal supplementary timetable.
- (g) Distance education supplementary examinations take place during the main examinations of the next academic period. Refer to rule 4.1.5.1(e).

#### 4.1.5.3 SPECIAL EXAMINATIONS (AEGROTAT AND SPECIAL CIRCUMSTANCES)

The special examinations shall be conducted simultaneously with the supplementary examinations or the exit examinations. The dates, sessions, venues and provisions for the supplementary examination timetable shall therefore also apply to the special examination timetable. In the case of distance education, examinations will take place during the main examinations/supplementary examinations.

#### 4.1.5.4 **EXIT EXAMINATIONS**

Students who have been granted permission to take exit examinations should collect their examination timetables at the examination counters of the respective campuses at least one (1) day before the commencement of the applicable examination period, as published in the University's academic calendar. In the case of distance education, examinations will take place during the main examinations/supplementary examinations.

#### 4.1.5.5 **COINCIDING OF EXAMINATIONS ON TIMETABLES**

- (a) TUT shall assume no responsibility for the coinciding, on any timetable, of examinations of subjects due to students' repeating of subjects, although students will be accommodated as far as possible.
- (b) The University shall not accommodate cases where examination times or dates coincide as a result of a simultaneous registration for another qualification, registration at another tertiary institution, or as a result of responsibilities placed on a student by, for example, an employer.
- (c) In cases other than those mentioned in (b) above, the following provisions shall apply if a student's examination times and dates should coincide:
  - The student shall notify Student Services at the campus concerned or, in the case of distance education, the distance education examination office, about the coinciding examination dates. He or she shall complete the required form at least ten (10) working days before the examination date concerned, and, in the case of distance education, at least four (4) weeks prior to the commencement of examinations.
  - Enquiries regarding arrangements to accommodate the coinciding of examinations should be made at Student Services the day before the examinations of the subjects concerned are to be taken.
  - The examinations of both subjects shall be taken on the same day, although at different examination sessions.
  - Cases of coinciding examinations shall be accommodated in a separate examination venue, where students shall be kept under constant invigilation.

#### 4.1.6 **EXAMINATION VENUE REGULATIONS**

- 4.1.6.1 TUT shall assume no responsibility for incorrect information on examination arrangements, as given by unauthorised persons.
- 4.1.6.2 The date and time determined for an examination should be carefully observed and adhered to.
- 4.1.6.3 Morning sessions of the examinations shall start at 08:45, and afternoon sessions shall start at 13:45.
- 4.1.6.4 No student may enter an examination venue without his or her official personal examination timetable and student card or ID document. The particulars of the examination venues shall appear on the personal timetables. If the venue particulars do not appear on the personal timetables, Student Services shall make them known at the campuses concerned.
- 4.1.6.5 A student who does not have a student card, should obtain a new student card at least three (3) days before the examination.
- 4.1.6.6 Students should establish, in good time, at which venue they are to take their examinations and should ensure that they are seated according to the row allotment.
- 4.1.6.7 Students should be seated in the examination venue at least fifteen (15) minutes before the examination session commences.

- 4.1.6.8 Only registered students who are permitted to take an examination in a particular subject shall be permitted to enter the examination venue while an examination is being conducted in that subject.
- 4.1.6.9 Any student who enters an examination venue without having registered for the subject being examined enters without authorisation to do so. If such a student is not requested to leave the examination venue, it does not imply that the University has given such a student permission to enter the examination venue or to sit for the examination.
- 4.1.6.10 Any student or person who enters an examination venue without authorisation shall leave the venue immediately when requested to do so by an examination officer or invigilator.
- 4.1.6.11 Students shall be permitted to enter the examination venue after the commencement of an examination session, in exceptional circumstances only, but in no circumstances after the examination has already been in progress for thirty (30) minutes or longer.
- 4.1.6.12 If secure parcel counters are available at the examination venue, it is recommended that students hand in their personal belongings.
- 4.1.6.13 Students should bring their own watches to the examination room. All alarm clocks should be switched off.
- 4.1.6.14 Students should carefully read the instructions on the question papers and the back pages of the examination scripts, and should comply with those instructions.
- 4.1.6.15 All written test and examination answers should be written in black or blue ink.
- 4.1.6.16 Students should ensure that their student numbers and names are written down correctly, as requested on the examination scripts and attendance slips.
- 4.1.6.17 No explanations of examination questions may be requested or provided.
- 4.1.6.18 A student should indicate to the invigilator that he or she is ready to hand in his or her examination material by remaining seated and raising a hand. An invigilator shall collect the examination material from the student at his or her seat.
- 4.1.6.19 As soon as a student has handed in his or her work, he or she should leave the examination venue. No student shall be allowed to leave the examination venue before at least thirty (30) minutes have lapsed after the examination has commenced.
- 4.1.6.20 All examination rules shall apply, with the necessary changes, to all tests.
- Please note:** Rules 4.1.6.21 to 4.1.6.29 herein shall apply during examinations and tests, and a student shall commit an irregularity if he or she does not adhere to those rules.
- 4.1.6.21 While an examination is in progress, no student may help or try to help another student obtain assistance or attempt to obtain assistance, or communicate or try to communicate with any person other than the person who has officially been authorised thereto by the Registrar.
- 4.1.6.22 Unless stipulated otherwise for an examination, students may not have the following in their possession while they are in the examination venue, with the exception of their personal examination timetables and whatever is handed to them in the examination venue:
- (a) cellular or mobile phones, even if they are switched off – if a student is found in possession of a cellular or mobile phone, disciplinary steps shall be taken against him or her;
  - (b) earphones or any other electronic devices;
  - (c) pencil bags, pencil cases or any other bags or containers;

- (d) any book, memorandum, note, sketch, map, film or any other document;
- (e) any blank, unused paper; or
- (f) any other aid that has a bearing on the examination subject, even if it bears no relation to the examination itself.

4.1.6.23 The rules on open-book examinations allow students to be in possession of additional material required by the assessor or examiner.

4.1.6.24 A student may not use a pocket calculator in an examination unless expressly authorised to do so in the instructions appearing on the question paper concerned, and then only those pocket calculators that are specifically permitted. The calculator facility of a cellular telephone may not be used as such during examinations.

4.1.6.25 A student may not disregard any examination instruction given by the invigilator.

4.1.6.26 Students are not permitted to have or make notes, or to do calculations on their question papers, personal timetables, stationery or any other object. Rough work may be done on the examination script. If any part of such work should not be marked, a line should be drawn through it.

4.1.6.27 All examination scripts and aids handed out to students should be handed in again before the students leave the examination venue. Unless otherwise stipulated, students may take their question papers with them when they leave. All question papers printed on coloured paper should be handed in.

4.1.6.28 A student may not cause a disturbance in an examination venue or conduct himself or herself in an improper or unseemly manner.

4.1.6.29 A student may not have any firearm in his or her possession while he or she is in the examination venue (see Chapter 19).

#### 4.1.7 CIRCUMSTANTIAL REASSESSMENT CLAUSE

4.1.7.1 Although TUT deals with care and responsibility with the receipt, distribution and safekeeping of examination scripts, documents or objects for practical examinations, disks or micro-disks, as well as portfolios, reports, scripts, dissertations and theses, the University does not assume any responsibility for such examination material being lost, stolen or destroyed. In case that happens, the University reserves the right to request a student to be re-assessed.

4.1.7.2 If there should be any doubt about the validity of the circumstances under which a student took an examination, the University reserves the right to request that student to be re-assessed.

#### 4.1.8 EXAMINATION ARRANGEMENTS FOR STUDENTS WITH PHYSICAL DISABILITIES

##### 4.1.8.1 OBJECTIVE

The objective is to accommodate students with disabilities (as defined in the Policy on Students with Disabilities), whether permanent or temporary, by means of additional arrangements, which should include –

- additional time;
- furnishing question papers in Braille or large print;
- special or separate venues and invigilators;
- oral examinations;
- special equipment (computers, where appropriate); and
- providing off-campus examination facilities.

#### 4.1.8.2 **PROCEDURE**

- (a) The disability officer or his or her delegate (as identified in the policy) identifies and evaluates students with permanent disabilities when they apply for special arrangements. Student Services may refer any application to the disability officer for facilitation.
- (b) The disability officer formally notifies Student Services of any recommendation, after which that section makes the necessary arrangements.
- (c) Students with temporary disabilities (injuries, temporary impediments or disorders) apply at Student Services, furnishing substantiation for (proof of) such disability. That Section may refer the application to the disability officer for recommendation and/or verification.
- (d) The examination officer scrutinises recommendations, as verified or formulated by the disability officer, and determines what special arrangements should be made.
- (e) Student Services arranges the examination event (venue, invigilator, question paper, etc.) and informs the student accordingly.
- (f) It is the responsibility of the student to report to Student Services before every examination period to confirm the examination arrangements.

#### 4.1.9 **EXAMINATION AND TEST IRREGULARITIES OR MISCONDUCT**

4.1.9.1 A student commits an examination irregularity when he or she does not adhere to the rules set out in rules 4.1.6.21 to 4.1.6.29.

4.1.9.2 All examination rules and instructions shall apply, with the necessary changes, to all tests, continuous assessments, block-based offerings and all off-campus examinations and tests.

4.1.9.3 Irregularities should immediately be brought to the attention of the relevant Assistant Registrar (Student Administration) of the specific campus, in writing. The latter shall report the matter to the head of Student Disciplinary Services, who shall, after giving the student an opportunity to put his or her case in a written statement, submit a report, accompanied by the necessary evidence, to the academic disciplinary committee concerned.

#### 4.1.10 **POWERS OF INVIGILATORS**

4.1.10.1 An invigilator may confiscate the examination documents of any student or any prohibited aid or material found in the possession of any student, during the examination, if the invigilator suspects that an irregularity has taken place.

4.1.10.2 When an irregularity is suspected, the student concerned shall hand over the examination script or scripts that he or she has used up to that point, at the request of the invigilator.

4.1.10.3 The student shall then be instructed to continue with the examination, and he or she shall be given a new examination script.

4.1.10.4 A student may not claim that the fact that he or she is allowed to continue with the examination condones his or her alleged infraction of the rules.

#### 4.1.11 **DISCIPLINARY MEASURES**

##### 4.1.11.1 **MISCONDUCT**

Any student who contravenes an examination rule is guilty of misconduct and shall be dealt with in terms of the Disciplinary Code for Students (see Chapter 15). Cases of misconduct shall be the following:

- (a) Intentionally or negligently contravening or subverting, or attempting to contravene or subvert, or assisting, encouraging or persuading any another person to contravene or subvert a code, regulation, rule or instruction of the University (15.1.3).

- (b) Refusal to obey any fair or reasonable instruction or request of any statutory body, lecturer, member of the Students' Representative Council, any official or any person acting on behalf of the University, or any violation of such instruction or request within the framework of any rule, regulation or law applicable to the University. (15.1.4).
- (c) Damaging, defacing, destruction, theft, housebreaking and theft, appropriation or alienation of University property or property controlled by the University, including that of another student, employee, visitor or person associated with the University, or any attempt to do so. (15.1.5).
- (d) Improper, disgraceful or indecent behaviour on any premises of the University or premises controlled by the University or at any other place where the student's behaviour is identifiable with or can possibly be identified with the University (15.1.9).
- (e) Any abusive, threatening, swearing or indecent act or attitude towards any employee, student or person associated with the University, either on the premises of the University or elsewhere. (15.1.10).
- (f) Engaging in behaviour that may bring the image of the University into disrepute, or any act that may be detrimental to or jeopardise the maintenance of discipline, or which is detrimental to providing normal services, efficient tuition and the conducting of research (15.1.11).
- (g) Using violence against, or threatening, or intimidating any person on any premises of the University or premises controlled by the University, or during participating in any University activity, or anywhere else where the student may be identified with the University (15.1.12).
- (h) Helping or trying to help another student during a class test, examination or any form of assessment, or obtaining or trying to obtain help from another student during such test, examination or assessment, or the submission of any test, examination script or written assignment or any assessment of another student in his or her name (15.1.14).
- (i) Being in possession of or using or trying to use notes that have relevance, or any kind of resource during any test or examination, except where the supervisor or lecturer concerned has consented explicitly to such possession and/or use, or refusal to hand over such notes to the invigilator, or destroying or trying to destroy such notes in any way, or making notes during a test or examination on any object, ruler or pocket calculator, except as laid down and permitted (15.1.15).
- (j) Handing in any written assignment for assessment in which the essential parts of the assessment have been copied from the work of another person, or any form of plagiarism (15.1.16).
- (k) Making a deliberately false statement or furnishing false information to any University employee, official body, committee, any person associated with the University, Students' Representative Council or any student who is a student leader (15.1.18).
- (l) Forging any certificate, degree, diploma, document or statement of the University, or submitting any forged document to the University (15.1.20).
- (m) Using the student card of another student or an access card of another person or allowing another student or any person to use such a student card or access card to perform any action or obtain any benefit or service that can be performed or obtained with such a card (15.1.23).
- (n) Encouraging or inciting a fellow student or another person, or conspiring with another person to contravene any of the rules of the University (15.1.29).
- (o) Failing to report the misconduct of another student of which he or she is aware, or that he or she has witnessed (15.1.30).

#### 4.1.11.2 **ACADEMIC DISCIPLINARY COMMITTEE**

- (a) The Academic Disciplinary Committee comprises the following members (15.4.1):
  - A chairperson designated by the Vice-Chancellor
  - The head of the academic department concerned or his or her proxy
  - An employee designated by the Registrar
  - A representative of the Students' Representative Council concerned, as designated by the Students' Representative Council



- (b) Three (3) members shall constitute a quorum (15.4.2).
- (c) The chairperson may co-opt an employee with a legal background to be a member of the Academic Disciplinary Committee (15.4.3).
- (d) The Academic Disciplinary Committee shall keep a register of all disciplinary decisions made and measures taken (15.4.4).
- (e) The functions of the Academic Disciplinary Committee shall be as follows (15.4.5):
  - To hear all cases of alleged misconduct taking place during normal academic activities.
  - To hear all cases of alleged misconduct in academic affairs relating to the classroom.
  - To hear all cases of alleged misconduct in academic affairs relating to tests or examination activities.
- (f) The Academic Disciplinary Committee shall report to the Senate on its disciplinary decisions and measures (15.4.6).

#### 4.1.11.3 DISCIPLINARY MEASURES

The Academic Disciplinary Committee may take one or more of the following disciplinary measures or impose any of the following sanctions (15.11.1(a) – (r)):

- (a) Issue a reprimand.
- (b) Issue a warning.
- (c) Imposing a suspended disciplinary measure or suspending a portion thereof or suspending the imposition of a disciplinary measure on such conditions as it deems appropriate.
- (d) Imposing expulsion.
- (e) Excluding a student from any or all lectures, tests or examinations in any or all subjects.
- (f) Cancelling any subject, test, examination or other marks, as well as year and semester marks.
- (g) Cancelling credits in any or all subjects.
- (h) Refusing to issue a certificate.
- (i) Recommending to the Senate to cancel a qualification that has been formally awarded or conferred.
- (j) Excluding a student from any or all classrooms, test or examination rooms.
- (k) Excluding a student from any or all academic activities.
- (l) Discharging the student from any office or capacity in which he or she was appointed or to which he or she was elected.
- (m) Instructing the student to apologise, verbally or in writing, to any person or body in a manner determined by the Academic Disciplinary Committee.
- (n) Imposing the forfeiture of a bursary or loan.
- (o) Referring the student to the Bureau for Academic Support for suitable remedial measures.
- (p) Taking any other appropriate, educationally justifiable disciplinary measure, to be confirmed by the Disciplinary Committee.
- (q) Imposing the forfeiture of any right or privilege the student is entitled to as a registered student
- (r) Sending a letter confirming the finding, as well as the disciplinary measures imposed by the Academic Disciplinary Committee, to the parent, guardian or employer of the student.

#### 4.1.12 **PASS REQUIREMENTS**

- 4.1.12.1 A student shall pass a subject or module by obtaining a final mark of 50% or more for that subject or module, subject to rules 4.1.3.6 and 4.1.9, and by obtaining a final mark of 50% or more for a subject or module with its own alpha-numerical code, consisting of seven (7) characters, subject to rule 4.1.3.
- 4.1.12.2 In addition to the final mark of 50%, a student should obtain a subminimum mark of at least 40% in a theoretical examination in order to pass, and where the examination in a subject or module consists of two (2) or more question papers, he or she should obtain a subminimum mark of at least 40% for each paper.
- 4.1.12.3 In addition to the final mark of 50%, a student should obtain a subminimum mark of at least 50% in his or her assessment in a practical examination subject.
- 4.1.12.4 In subjects or modules where students take formal examinations, the final mark shall be calculated by combining the predicate mark and the examination mark at a 50:50 ratio. Deviating ratios, as approved by the Senate, are indicated in rule 4.1.12.5.
- 4.1.12.5 In subjects or modules where students take formal examinations in certain programmes under the distance education mode of delivery, the final mark shall be calculated by combining the predicate mark and the examination mark at the following ratios:
- (a) CACC and Education programmes (undergraduate studies): 10:90
  - (b) Programmes offered by the Department of Safety and Security Management: 50:50
- 4.1.12.6 The decision of the University in respect of practical work and projects that contribute to the calculation of the examination mark shall be final and no student's work shall be re-marked.
- 4.1.12.7 The final mark for subjects that are assessed continuously shall be made up from the accumulation of marks obtained for tests, assignments, papers, projects and other opportunity instruments. An accumulated pass mark of 50% is required in continuous assessment subjects.
- 4.1.12.8 A student shall pass a subject with distinction by obtaining a final mark of 75% or more in that subject. This implies that the student should obtain an average mark of at least 75% for the related modules (see Chapter 9 in respect of qualifications obtained *cum laude*).
- 4.1.12.9 Failed subjects shall not be condoned. If a student is allowed to register for the next level, year or semester, it does not imply that the failed subjects have been condoned. The student should re-register for and pass the failed subjects.
- 4.1.12.10 A student may be promoted to a subsequent year or semester, subject to the provisions contained in Chapter 3.
- 4.1.12.11 Subjects taken and passed for non-degree purposes may be applied for obtaining a qualification: Provided that all admission and accreditation requirements be met.
- 4.1.12.12 Credit cannot be retained for a subject or module in which the examination of its prerequisite subject has not been passed.

#### 4.1.13 **PUBLICATION OF RESULTS**

- 4.1.13.1 Staff members may not furnish examination results by telephone. Students may, however, obtain the examination results via the University's electronic answering system, 083 123 2777, or access them on the University's website: [www.tut.ac.za](http://www.tut.ac.za).

In the case of distance education students, the examination results will be mailed to students by the Distance Education Unit and will be the only official examination results given to distance education students. However, the University assumes no liability for delays in the mail, or for mail that was not delivered or not received.

- 4.1.13.2 The official examination results of the University are posted on the official notice boards at all campuses according to a daily publication schedule, and the students themselves are responsible for obtaining their results. Individual examination results are also mailed to all students, but the University assumes no responsibility for delays in the post or for post that was not delivered or not received.

**Please note:** Only the examination results posted on the official notice boards at the different campuses, the official statement of results posted to students, and the individual results issued to students at the examination counters of the respective campuses shall be considered to be the official examination results of the University.

- 4.1.13.3 Statements of examination credits obtained, examination results and academic records shall be valid only if they are printed on the approved forms and issued by the Registrar.

- 4.1.13.4 The examination results of a student with any outstanding fees and/or library material shall not be made known or published before the outstanding amount has been paid in full or the library material has been returned. However, such a student shall be informed of admission to and particulars of a supplementary examination, if applicable.

#### 4.1.14 SUPPLEMENTARY EXAMINATIONS

- 4.1.14.1 A supplementary examination shall take place directly after the main examination.

- 4.1.14.2 The predicate mark obtained for admission to the main examination shall also apply to the supplementary examination.

- 4.1.14.3 A student who fails the main examination in a subject, but obtains a final mark of at least 45%, qualifies for a supplementary examination.

- 4.1.14.4 A student who fails one (1) or more question paper(s) in the main examination, but who qualifies for a supplementary examination in terms of rule 4.1.14.3, retains credit for the question paper or papers that he or she has passed in the main examination, and takes a supplementary examination on the question paper(s) he or she has failed. A subject should be passed in the main examination or the subsequent supplementary examination.

- 4.1.14.5 A supplementary examination shall be conducted and its marks calculated in the same manner as that of the main examination.

- 4.1.14.6 The student numbers of the students who qualify for supplementary examinations shall be posted on the official notice boards of the different campuses according to a daily publication schedule. Not applicable to distance education students.

- 4.1.14.7 It is each student's own responsibility to consult the official notice boards to find out whether he or she qualifies for a supplementary examination. The individual results of distance education students will show them whether they qualify for supplementary examinations.

Distance education students who qualify for supplementary examinations will have an opportunity to participate during the consecutive examination period, i.e. students who qualify for supplementary examinations in May will have to take their supplementary examinations in October/November and vice versa.

- 4.1.14.8 A student who does not take or does not complete a supplementary examination for any reason whatsoever, shall fail the relevant subject or module. Only one (1) opportunity to take a supplementary examination shall be granted for a specific subject or module per academic period.

- 4.1.14.9 The requirements for supplementary examinations for subjects that are continuously assessed are given in rule 4.1.17.

- 4.1.14.10 No supplementary examination shall be granted on the basis of marks obtained in a special examination.

- 4.1.14.11 If a student applies for a re-marking or re-checking, it does not imply that he or she may take a supplementary examination. Permission to take a supplementary examination shall be granted after re-marking or re-checking only if the student qualifies for it according to rule 4.1.14.3.
- 4.1.14.12 If a student fails the supplementary examination, he or she has to re-register for the subject or module.
- Distance education students must submit new assignments after their re-registration for subjects.
- 4.1.14.13 Distance education students will be granted supplementary examinations in terms of rule 4.1.14.3.

#### 4.1.15 SPECIAL EXAMINATIONS

##### AEGROTAT AND SPECIAL CIRCUMSTANCES EXAMINATIONS

- (a) Aegrotat or special circumstances examinations shall be conducted, if possible, at the same time as supplementary examinations or exit examinations. The predicate mark obtained for admission to the main examination shall also apply to aegrotat and special circumstances examinations. Distance education students: Refer to rule 4.1.14.7
- (b) An aegrotat examination shall, subject to the approval of the Registrar or his or her designate, be taken by a student who has been prevented from preparing for the main examination or from taking the main examination, during an examination period, on account of illness. Distance education students: Refer to rule 4.1.14.7
- (c) A special circumstances examination shall, subject to the approval of the Registrar or his or her designate, be taken by a student who has been prevented from preparing for an examination or from taking the main examination, during an examination period, as a result of circumstances beyond his or her control.
- (d) If a student has been prevented from writing one or more question paper(s) in a subject consisting of more than one (1) question paper(s), the student may take an aegrotat or special circumstances examination only in the question paper(s) concerned. The student shall retain the marks for the question paper(s) written during the main examination.
- (e) A student may not take an aegrotat or special circumstances examination if he or she has been prevented from taking a supplementary examination or if he or she could not complete a supplementary examination.
- (f) A student shall not take a special circumstances examination in cases where he or she –
- did not read the examination timetable correctly;
  - reacted to unofficial information; or
  - did not arrive in time for a particular examination session, or did not arrive for it at all.
- (g) A student may, notwithstanding the terms of rule 4.1.15 (f), submit a written appeal to Student Services for consideration, if that student is of the opinion that his or her case has merit that should be taken into account. This appeal should be submitted to Student Services within 24 hours of the date of the examination that the student failed to take on account of the special circumstances. On payment of the fixed fee, the application shall be submitted to the Registrar for consideration.
- (h) An application to take an aegrotat or special circumstances examination in terms of rules 4.1.15 (b) and 4.1.15 (c) should be submitted to Student Services on the required form, accompanied by all the supporting evidence, as well as proof of payment of the fixed fee for the aegrotat or special circumstances examination, within three (3) working days of the date of the examination that the student has failed to take on account of the unavoidable special circumstances.
- (i) Aegrotat or special circumstances examinations shall be conducted and their marks calculated in the same manner as that of the main examinations.
- (j) A student who fails the aegrotat or special circumstances examination shall fail the subject(s) concerned, and he or she shall not be allowed to take a supplementary examination.

- (k) A student, who, for any reason whatsoever, does not take the aegrotat or special circumstances examination, shall fail the subject(s) concerned, and no further examination opportunity shall be granted.

#### 4.1.16 EXIT EXAMINATION

**Please note:**

- A student shall not be allowed a third opportunity to take an examination in a subject in a particular study period, whatever the reason may be and whether the student had made use of each opportunity or not.
- In order to qualify for an exit examination, a student's registration should not have been interrupted.
- Not applicable to distance education students.

- 4.1.16.1 A student may take an exit examination in a theoretical subject or module on the following conditions: If he or she has been registered for that subject or module, in the preceding academic year in the case of a year subject, or in the preceding two (2) semesters in the case of a semester subject, and if such a subject or module, at the time of the publication of the final results is the only subject or module still needed to meet the requirements for obtaining the qualification, or if it is the only remaining theoretical subject or module in the list of set theoretical subjects and modules that the student should pass before he or she may continue with other set non-theoretical components of the curriculum, e.g. experiential learning, dissertations, etc., on condition that the student has not been granted permission to take a supplementary examination for that particular subject or module.

A student who does not take or does not complete a supplementary examination for any reason whatsoever, shall fail the relevant subject or module and does not qualify for an exit examination.

Taking into account rules 4.1.16.1 and 4.1.16.7, heads of academic departments may grant exit assessment opportunities in non-theoretical subjects, e.g. assignments, etc., in their discretion, on condition that such rulings are not explicitly excluded by the rules for the specific subject.

- 4.1.16.2 The student should have qualified for and written an examination in that specific subject during the specified preceding study period(s). The predicate mark obtained for admission to the main examination shall also apply to the exit examination.
- 4.1.16.3 The student shall take the examination at the TUT campus where he or she has been registered for the subject concerned.
- 4.1.16.4 If a student fails the exit examination, he or she should re-register for the subject or module and obtain a new predicate mark.
- 4.1.16.5 An exit examination shall be conducted and its marks calculated in the same manner as that for the main examination.
- 4.1.16.6 An application to take an exit examination should be submitted to Examination Administration before the closing date published with the examination results.
- 4.1.16.7 A student shall not be allowed to take an exit examination for continuous or practical assessment subjects, modules or projects.

#### 4.1.17 CONTINUOUS ASSESSMENT

- 4.1.17.1 The combined marks of a minimum of two (2) (if a semester subject has been divided into two (2) or more modules) or four (4) assessment opportunities per semester subject or module, or a minimum of six (6) (assessment opportunities per year subject or module shall contribute to the final pass or promotion mark, expressed as a final percentage.

**Please note:** The above rule determines the minimum number of assessments. Academic departments may determine the required number of assessments contributing to the final mark. Specifications of the required number of assessments should be published in the relevant study guides.

- 4.1.17.2 A single assessment opportunity may not contribute more than 40% to the final mark for the module or subject. Where only two (2) assessment opportunities apply, one of which is a practical assessment, the practical assessment shall contribute 60% to the final mark.
- 4.1.17.3 The head of the academic department may determine the subminimum requirements for individual assessment opportunities.
- 4.1.17.4 A student shall be successful when the accumulated total of all the assessments equals or exceeds 50%. He or she will obtain a distinction when the accumulated total equals or exceeds 75%.
- 4.1.17.5 An accumulated total of less than 50% indicates that the student fails the subject or module and has to repeat it.
- 4.1.17.6 Reassessment (supplementary) or exit examination opportunities do not apply to continuous assessment once the final marks submitted for the module or subject are determined or have already been determined.
- 4.1.17.7 The granting of reassessments is not obligatory. A reassessment opportunity may, however, be given to a student who failed a particular assessment opportunity, but attained a minimum mark of between 45% and 48%. Such opportunity follows directly after the failed opportunity.
- Please note:** The above stipulation shall apply only if it forms part of an individual academic departmental policy and is published as such in the relevant study guide.
- 4.1.17.8 The same careful assessment and moderation of the first opportunity shall apply to the additional opportunity.
- 4.1.17.9 **Please note:** In contrast to modules or subjects that follow the formative assessment examination continuum, where supplementary examinations are scheduled for students who have adequate admission marks, but who failed to obtain the subminimum in the examination, continuous assessment shall not provide for any summative reassessment, either before or after the adding up of the final promotion mark.
- 4.1.17.10 The head of the academic department may grant a special assessment, under exceptional circumstances, when a student has forfeited the normal opportunities for appraisal and submits the necessary substantiation for that.
- 4.1.17.11 The examination rules of TUT shall apply to the placement of students, the procedures followed in the assessment venue, and the invigilation during such assessments.
- 4.1.17.12 Students have an opportunity to give inputs on their final marks before the final entering of the marks on the electronic database if their calculations differ from those of the relevant lecturer.
- 4.1.17.13 Marks for individual assessment opportunities shall be made known by the academic department concerned after assessment and moderation.
- 4.1.17.14 Marks for every assessment opportunity, as well as the final mark, shall be checked and verified before publication.
- 4.1.17.15 Examination Administration shall process and publish the final results according to the annual publication schedules.
- 4.1.17.16 All results shall be recorded and stored on the official mark sheets and electronic database.
- 4.1.18 **EXAMINATION ENQUIRIES**
- 4.1.18.1 **GENERAL**
- (a) The University assumes no responsibility for incorrect information concerning any aspect of the examinations that has been furnished by persons who are not authorised to give such information. All enquiries should be made at Examination Administration.

- (b) All enquiries, objections or representations concerning examination results should be submitted in writing to Examination Administration within thirty (30) days of the publication of the results.

#### 4.1.18.2 RE-CHECKING/INSIGHT INTO

- (a) A student is entitled to have his or her examination scripts for all theoretical examinations re-checked at all levels of all subjects or to inspect them (have insight) himself or herself.
- (b) The student may apply for a re-checking or re-marking after an insight.
- (c) An application for insight into/inspecting/re-checking an examination script should reach Student Services before the published closing date for examination enquiries (see Chapter 2).
- (d) If the student passes the subject after re-checking, the fixed fee shall be refunded.

#### 4.1.18.3 RE-MARKING

- (a) A student is entitled to have his or her examination scripts for all theoretical examinations re-marked at all levels of all subjects.
- (b) An application for re-marking an examination script should reach Student Services before the published closing date for examination enquiries (see Chapter 2).
- (c) If the student passes the subject after re-marking, the fixed fee shall be refunded.

#### 4.1.19 RIGHT TO APPEAL

- (a) Should a student not be satisfied with the outcome of the re-marking, the Faculty Examination Committee may appoint another suitably qualified person to do a final re-marking at a set cost.
- (b) If a student or group of students submits an appeal or appeals regarding alleged examination irregularities, the Faculty Examination Committee shall determine the necessary correctional steps.
- (c) Memoranda shall not be made available to students during the re-marking or appeal process.

#### 4.1.20 WITHDRAWAL OF RESULTS

An examination result, statement or academic report issued erroneously by the University shall not be valid and should be returned to the University at its request.

## CHAPTER 5

### EXPERIENTIAL LEARNING

- 5.1 When experiential learning (EL) is a requirement for a programme, a student shall register for EL on the set date on the required form and pay the fixed registration fee (see rule 2.3.5). Students who register for EL only shall pay the full amount on registration but they are not liable for SRC or extracurricular levies.
- 5.2 A student may register for experiential learning only on the approval of his or her proposed registration by the head of the relevant academic department.
- 5.3 Students should give proof of placement before registration. If, under certain circumstances, students cannot find placement before the set dates, such students will be allowed to register after the closing date for registration, with the permission of the head of the relevant academic department. Such students shall be exempted from late registration penalties.

- 5.4** A student should complete all the required experiential learning periods to the satisfaction of the University.
- 5.5** A student should pass all the required compulsory and chosen programmes and the EL component in order to obtain sufficient credits for the qualification concerned.
- 5.6** A student shall register for every period of EL.
- 5.7** Experiential learning may take place only at a TUT-approved employer. Although the Tshwane University of Technology undertakes to assist students with placement for EL, it is the student's own responsibility to find an employer, which the relevant academic department approves, and to make sure that the specific experiential learning would be acceptable to the head of department. The students themselves shall negotiate with the employer on conditions of service and other associated working conditions. An agreement about EL constitutes a separate agreement between the employer and the student.
- 5.8** Students may be given exemption for a maximum of one (1) semester (six months) of EL completed prior to formal instruction, subject to the following conditions:
- 5.8.1** The EL should immediately precede the formal instruction.
- 5.8.2** A student should comply with the set admission requirements, and he or she should be evaluated for the programme concerned before registration.
- 5.8.3** The EL may not exceed 50% of the total EL period required.
- 5.8.4** Rules 3.1 and 3.3 shall apply.
- 5.8.5** The Head of the Department should approve and accept the EL.
- 5.9** A student, who undertook EL at an employer while he or she was a registered student at another higher educational institution, may obtain exemption for such experiential learning, in terms of the rules for exemption and subject to the approval of the Head of the Department.
- 5.10** Should a student not have made satisfactory academic progress – in the opinion of the Head of the Department and in terms of rule 3.1.1 – the Senate may, on the written recommendation of the head of department, refuse such student permission to re-register as a student at the Tshwane University of Technology.
- If, however, such a student requires only one or two subjects to complete the qualification but cannot attend classes because it is/they are not offered in the specific academic period, and that student has access to an approved experiential learning provider, he or she will be allowed to register for the experiential learning.
- Please note:**  
The Senate has delegated its powers in executing this rule to the Deputy Vice-Chancellor (Academic).
- 5.11** The following final closing dates for the submission of reports on experiential learning shall apply:  
For the first semester: 31 July  
For the second semester: 31 January
- Where applicable, the first period of EL should be successfully completed before a student will be allowed to register for the second period of EL.
- 5.12** The closing dates for registration for experiential learning are as follows:  
For the first semester: 28 February  
For the second semester: 31 August



- 5.13 A student may simultaneously register for EL and a day-class programme only on approval of the Head of the Department: Provided that the day-class programme should not interfere with the student's experiential learning period.

## CHAPTER 6

### RECOGNITION AND EXEMPTION

#### 6.1 DEFINITIONS

In this chapter, unless otherwise indicated –

- 6.1.1 “**accredited institution of higher education**” means one of the following:
- a South African public institution of higher education;
  - a private provider of higher education, registered with the Registrar of Private Higher Education Institutions; or
  - an internationally accredited institution of higher education, accredited by its government as an institution of higher education;
- 6.1.2 “**exemption**” means the exemption, subject to the rules for exemption, from compatible instructional offerings or programmes, which the student had already obtained through formal learning, and which correspond with TUT's current instructional offerings or programmes, which exemption is meant to prevent the student from repeating such instructional offerings or programmes for the purpose of obtaining a qualification at TUT;
- 6.1.3 “**instructional offering**” means a study unit by means of which a curriculum of an approved programme is developed and set for students in the form of a subject, module or any other study unit, indicated by a seven-character alpha-numerical code; and
- 6.1.4 “**recognition**” means the recognition, subject to the rules for recognition, of compatible instructional offerings or programmes, which the student had already obtained through formal learning, and which correspond with TUT's current instructional offerings or programmes, which recognition is meant to prevent the student from repeating such offerings or programmes for the purpose of obtaining a qualification at TUT.

#### 6.2 RULES

- 6.2.1 Recognition for subjects passed at the Tshwane University of Technology may be granted to students.
- 6.2.2 Exemption from subjects passed at recognised tertiary institutions of education other than the Tshwane University of Technology may be granted to students.
- 6.2.3 Recognition and exemption shall be considered on the basis of individual instructional offerings (subjects, modules).
- 6.2.4 Successes attained in more than one (1) instructional offering may be combined for recognition or exemption in respect of one instructional offering only.
- 6.2.5 Recognition or exemption in respect of an instructional offering may not be granted on the basis of an instructional offering passed at a lower level, unless 70% of the contents of the two instructional offerings concerned coincide, and the assessment contents coincide. This refers to the relevant spread of cognitive levels, namely knowledge, comprehension, application, analysis, synthesis and evaluation, depending on the level of the subject.
- 6.2.6 At least 70% of the contents of the instructional offerings concerned should coincide.

- 6.2.7 An instructional offering may not be used more than once to obtain recognition of or exemption from another instructional offering.
- 6.2.8 Successes attained more than five (5) years before the commencement of the programme concerned shall normally not be considered for recognition or exemption. Individual cases may, however, be considered, on merit, and there may be a deviation from this principle if TUT has satisfied itself that the applicant's experience justifies it, the syllabi still correspond with each other to a satisfactory degree, and that it will be in the interest of the applicant.
- 6.2.9 A student, who has passed instructional offerings at a recognised tertiary educational institution other than the Tshwane University of Technology, may obtain exemption from a maximum of half the number of subjects, including half the number of exit-level instructional offerings that are required for the diploma or degree for which he or she wishes to enrol: Provided that those instructional offerings meet the requirements set out in the rules for exemption (where applicable, credit weights may also be considered).
- Please note:** A student who is or was an enrolled student of the Tshwane University of Technology should obtain approval for such exemptions before registering at the other tertiary institution; otherwise those exemptions may not be approved.
- 6.2.10 A student who has passed instructional offerings at the Tshwane University of Technology may, in the case of an unfinished programme, only once obtain recognition of all the applicable instructional offerings, and, in the case of a completed programme, obtain recognition of a maximum of half the number of instructional offerings required for the diploma or degree for which he or she wishes to enrol, including half the number of exit-level instructional offerings: Provided that those instructional offerings meet the requirements set out in the rules for recognition (where applicable, credit weights may also be considered), and provided further that the qualification from which the credit is transferred should not be issued afterwards, except if it complies with the 50% rule above.
- 6.2.11 A qualification shall be conferred when a student has met all the requirements but has passed only the final exit-level instructional offerings of the programme at the Tshwane University of Technology, as approved by the Senate, on an ad hoc basis.
- 6.2.12 Before any recognition or exemption is granted, the applicant shall meet the admission requirements. The applicant should therefore be a selected student.
- 6.2.13 Recognition or exemption may not be obtained for a mini-dissertation, dissertation or thesis.
- 6.2.14 An application for exemption should be submitted to the Student Administration office of the relevant campus, and be accompanied by an official academic report and certificate of conduct (for uncompleted qualifications), as well as the syllabi of the institution where the credits were obtained.
- 6.2.15 An exemption shall not be processed unless the required exemption fee is paid first.
- 6.2.16 Recognition of instructional offerings shall be processed free of charge.
- 6.2.17 Exemption shall be considered only in respect of successes obtained at South African public institutions of higher learning and registered private providers, as well as internationally accredited institutions.
- 6.2.18 Recognition of non-accredited programmes and non-subsidised certificate programmes shall be on the basis of recognition of prior learning (RPL).
- 6.2.19 The Registrar, in consultation with the dean, may reconsider an application that has already been considered by the Head of the Department.
- 6.2.20 **Experiential learning (EL)**
- Exemption on the grounds of completed EL may be granted for a maximum period of one semester or six months only, and that experiential learning should be completed before the student registers for formal learning, subject to the following conditions:

- (a) The period of completed EL should immediately precede the formal learning period.
- (b) The student should be a registered student.
- (c) Such EL may not exceed 50% of the total experiential learning period that is required for the formal programme.
- (d) The student should meet the requirements for admission on the date he or she registers for EL.
- (e) Exemption from EL shall be considered only if such EL has already been completed in the service of an accredited employer, as approved by the relevant academic department.

6.2.21 A student who had completed EL at an employer while he or she was a registered student at another public institution for higher education, may obtain exemption from EL, in terms of the rules for exemption and subject to the permission of the Head of the Department.

## CHAPTER 7

### DISCONTINUATION OF STUDIES

- 7.1 (a) Applications for the discontinuation or cancellation of studies must be submitted to Student Administration on the required form, giving reasons for the discontinuation or cancellation.
- (b) Reimbursements and/or reductions in respect of accommodation fees may be considered, depending on the circumstances and the date on which the Tshwane University of Technology (TUT) receives a written application for the discontinuation of studies (also see the rules and regulations for residences of TUT).
- (c) Reimbursements and/or reductions in respect of class or tuition fees will be determined in accordance with an approved, predetermined scale of liability, depending on the date on which TUT receives a written application for the discontinuation or cancellation of studies (also see the rule on cancellation credits - rule 2.9).
- 7.2 Should a student submit his or her application for the discontinuation of studies in time, the academic term concerned will not be considered to form a part of the period of study if the student applies for re-registration.
- 7.3 Should the rules and regulations in terms of which a curriculum was drawn up be amended, a student who cancelled his or her registration will be deemed to have interrupted his or her studies.
- 7.4 When a student who registered for a qualification, fails to renew his or her registration for such studies in the following academic term, he or she will also be deemed to have interrupted his or her studies.
- 7.5 A student who has interrupted his or her studies forfeits the right to complete his or her studies in terms of the old rules and regulations.
- 7.6 A student must ascertain whether the qualification for which he or she was registered has been reviewed before he or she re-registers.
- 7.7 In a case where the application for the discontinuation of studies is submitted in person, the official cancellation date will be the date on which TUT receives the application, and in a case where the application is sent by mail, it will be the date on which Student Administration receives the application.
- 7.8 See rule 3.1.14.

## 7.9 FINAL ACADEMIC CANCELLATION DATES

Please refer to Chapter 2 (rule 2.7) for cancellation credits.

### 7.9.1 First-semester and year subjects

- Undergraduate students - 29 February
- Postgraduate students - 30 April
- Experiential learning - 29 February

### 7.9.2 Second-semester subjects

- Undergraduate students - 29 August
- Postgraduate students - 30 September
- Experiential learning - 29 August

## CHAPTER 8

### POST-DIPLOMA AND POSTGRADUATE STUDENTS

#### 8.1 ONE-YEAR POST-DIPLOMA QUALIFICATIONS

Certain bachelor's degrees in technology with a minimum duration of one year, the Bachelor of Education (Honours) (BEd (Hons)), the Advanced Certificate in Education (ACE), the Post Graduate Certificate in Education (PGCE) and the Higher Diploma: Higher Education and Training are currently presented in a number of academic departments as post-diploma qualifications.

#### 8.2 POSTGRADUATE STUDIES

**It is the policy of Tshwane University of Technology to:**

Ensure that effective and quality supervision at postgraduate level is provided by qualified supervisors.

The Tshwane University of Technology (TUT) offers the following master's and doctorate programmes:

- Master's Degree in Technology (Magister Technologiae)
- Master's Degree in Education (MEd)
- Master's Degree in Business Administration (MBA)
- Doctorate in Technology (Doctor Technologiae)
- Doctorate in Education (DEd)

#### 8.3 ADMISSION REQUIREMENTS

##### 8.3.1 One-year post-diploma qualifications

A student will not be admitted to a one-year post-diploma qualification unless he or she is the holder of a suitable national diploma or an equivalent qualification in an applicable field.

##### 8.3.2 Master's degrees

A student will not be admitted to enrol for a master's degree unless he or she is already in possession of a suitable bachelor's degree in technology or an equivalent qualification in a relevant study field.

##### 8.3.3 Doctorates

A student will not be permitted to enrol for a doctorate unless he or she is already in possession of a master's degree or an equivalent qualification in a relevant study field.

**Please note:** Prospective students must consult the relevant section of the latest Prospectus, as well as the publication, *Students' guidelines for postgraduate study*.

## 8.4 DURATION OF QUALIFICATION

- 8.4.1 Unless explicitly stated otherwise, the minimum period of study for one-year post-diploma programmes, one-year B Tech programmes and BEd (Honours) programmes is one (1) academic year and the maximum is two (2) academic years, if offered to day-class students. The maximum period for distance education and evening-class students is three (3) years.
- 8.4.2 The period of study allowed for a master's degree is a minimum of one (1) and a maximum of three (3) academic years.
- 8.4.3 The period of study for a doctorate is a minimum of two (2) and a maximum of five (5) academic years.
- 8.4.4 The readmission of a student who has already been registered for the maximum number of years and who has not yet completed his or her studies will be permitted only after the Head of the Department has interviewed the student, and the dean has given written permission for further registration. After approval of extension, one third of the fixed class fees is payable annually by postgraduate students. The stipulations of rules 8.5.5 and 8.5.6 also apply.

## 8.5 APPLICATION FOR ADMISSION AND REGISTRATION

- 8.5.1 Admission to all programmes is subject to evaluation. No prospective student will be allowed to register for any programmes without prior evaluation.
- 8.5.2 Registration for post-diploma qualifications, with the exception of postgraduate qualifications, takes place simultaneously with registration for the four-year B Tech degrees, and national diplomas.
- 8.5.3 Prospective students for postgraduate studies must apply for admission to the relevant programmes and academic departments on the required application form before the official closing date. (Also see the publication *Students' guidelines for postgraduate study*.)
- 8.5.4 Registration for a postgraduate degree takes place throughout the academic year.
- 8.5.5 All students must register for each academic term within the registration period, and must make the required initial payment.
- 8.5.6 Registration as a student is valid for one (1) academic year only. Should a student fail to register for the subsequent academic year, he or she has to apply for admission, register and pay the full amount required again.
- 8.5.7 An annual administration fee is payable in respect of each period of registration until the student has completed his or her programme.
- 8.5.8 It is a student's own responsibility to register each year. Only registered students may receive guidance from their supervisors.

## 8.6 THE GRANTING OF STATUS

### 8.6.1 DEFINITIONS

In this chapter, unless otherwise indicated -

“**status**” means the recognition granted to a person who registers for an accredited programme if the person is not the holder of the required admission qualification or an equivalent qualification, but is the holder of a qualification on the same NQF level of the prerequisite qualification, the person is thus required to supplement pre(foundational) knowledge by means of completing additional instructional offerings relevant to the field of specialisation or by means of recognition of prior learning (RPL) (**please note**: full status can be achieved through RPL);

“**equivalent qualification**” means a qualification completed at an accredited institution of higher education which is not identical to the set entry programme (e.g. BCom versus N Dip), but which is evaluated on the same NQF level, and of which the study content overlaps with at least 70% with that of the set entry qualification; and

“**Accredited institution of higher education**” means one of the following:

- A South African public institution of higher education
- A private provider of higher education, registered with the Registrar of Private Higher Education Institutions
- An internationally accredited institution of higher education, accredited by its government as an institution of higher education

## 8.6.2 RULES

8.6.2.1 Diplomates and graduates from other recognised higher educational institutions who do not comply with the entry requirements for the relevant programmes, must obtain status equivalents to the prerequisite qualifications at TUT before being permitted to study at this institution.

8.6.2.2 Applications for status are approved by the Senate.

8.6.2.3 Applications for status must be made on the required form.

8.6.2.4 In cases where certain subjects are required for a master’s degree, the student must first pass the subjects before he or she will be permitted to register a project, or where subjects are required or conditions have been set for approval of status, these subjects must be passed or the conditions be complied with prior to registration for the intended programme.

8.6.2.5 Equivalent qualifications that were obtained at accredited institutions of higher education, and which are not identical to the set entry qualification (e.g. BSc versus N Dip), but which are evaluated on the same NQF level, and of which the study content overlaps with at least 70% with that of the required entry qualification, are approved by the relevant Faculty Executive Committee.

8.6.2.6 RPL applications submitted for status should follow the RPL assessment route (see Chapter 30).

## 8.7 APPROVAL AND REGISTRATION OF A PROJECT

**Please note:** The relevant instructions and procedures are contained in the publication, *Students’ guidelines for postgraduate study*, which is available on request.

8.7.1 For postgraduate degrees, prospective students must first apply to the academic department concerned for approval of the draft project proposal.

8.7.2 After the study panel of an academic department has accepted a provisional project, the student may register, keeping in mind the provisions of rule 8.5.3.

8.7.3 Registered students who have not yet passed the subject, Research Methodology, will have to complete it, in consultation with the Head of the Department.

8.7.4 The student must submit the research proposal to the head of the relevant academic department within six months of the date of registration. His or her registration will be cancelled if he or she fails to do so.

## 8.8 DISSERTATION OR THESIS

8.8.1 When the student has progressed with the project to the satisfaction of his or her supervisor, he or she must present the research results at a colloquium, as arranged.

8.8.2 After the colloquium has been completed successfully, the final copy of the thesis or dissertation must be prepared. The dissertation or thesis must be typed and the layout must be the final version, which must comply with the set guidelines.

8.8.3 The editing and the technical standard of the dissertation are the responsibility of the student and must comply with the norms contained in the publication, *Guidelines for the preparation of dissertations and theses*.

8.8.4 The student must complete all corrections and improvements before preparing a sufficient number of soft-cover copies of the dissertation or thesis for assessment, which he or she must then submit to the supervisor.

**Closing dates:** 31 March for the September graduation ceremonies  
31 October for the April graduation ceremonies

8.8.5 After assessment, the student must make the corrections as required by the supervisor and then prepare five (5) hard-cover copies. All the copies, accompanied by the declaration of completion of studies, one (1) electronic copy, and a draft scholarly article for publication in a peer-reviewed journal (master's) or copies of two (2) scholarly articles that have already been submitted for publication in a peer-reviewed journal (doctorate) must be handed in at Student Administration or the administrator of the faculty concerned.

8.8.6 These copies must be handed in before one of the following dates in order for the qualification to be conferred at the next graduation ceremony:

Before 31 July for the September graduation ceremonies  
Before 28 February for the April graduation ceremonies

## 8.9 PASS REQUIREMENTS

8.9.1 A student will pass a subject that has been set for a one-year post-diploma or postgraduate programme by obtaining a pass mark, or a final mark of 50% or more for that subject, subject to the provisions of rules 4.1.3 and 8.9.2, and by obtaining a final mark of 50% or more for a module with its own alphanumerical code, subject to the provisions of rule 4.1.3: Provided that he or she should obtain the required subminimum of 40% in the assessment, or according to faculty specifications for the MBA degree.

8.9.2 A student must obtain a subminimum mark of at least 40% in an assessment in order to pass, and if the assessment in a subject comprises two or more question papers, a subminimum mark of at least 40% must be obtained for each paper. A subminimum pass mark of 50% is required in the case of practical question papers and practical assessment. See faculty specifications (part 5 of the prospectus) for the MBA degree.

8.9.3 Rules 4.1.12.3, 4.1.12.4, 4.1.12.5, 4.1.12.6, 4.1.12.7, 4.1.12.9, 4.1.12.11, 4.1.12.12, 4.3, 4.4, 4.5, 4.6, 4.7.3, 4.7.4, 4.7.5, 4.7.7, 4.8, 4.9, 4.10, 4.12, 4.13 and 9.1 apply *mutatis mutandis*.

8.9.4 A student will pass a subject with distinction by obtaining a final mark of at least 75% in that subject. This implies that each separate module should also have been passed with a mark of at least 75% (see rule 9.4).

8.9.5 Students must obtain a pass mark in a research report, dissertation or thesis.

**Please note:** The format of a dissertation or thesis must be according to the guidelines, the language must be edited, and it must be compiled and produced in accordance with the guidelines contained in the publication, *Guidelines for the preparation of dissertations and theses*.

8.9.6 See rule 4.1.12.

## 8.10 REQUIREMENTS FOR GRADUATION

### 8.10.1 RESEARCH BASED MASTER'S DEGREES

In order to be awarded a research based master's degree, a student has to comply with the following requirements:

- A colloquium.
- A draft of at least one (1) scholarly article, ready for submission for publication in a peer-reviewed journal, preferably accredited (to be handed in with the final dissertation).
- A dissertation to be assessed by two (2) external assessors.

### 8.10.2 STRUCTURED MASTER'S DEGREES

In order for a student to pass the mini-dissertation, it has to be examined by two external assessors.

### 8.10.3 DOCTORATES

In order to be awarded a doctorate degree, a student has to comply with the following requirements:

- A colloquium.
- Copies of at least two (2) scholarly articles that have already been submitted for publication in an accredited or peer reviewed journal (proof that the journal has received these must be handed in with the copies of the final version or legal deposit copy of the thesis). (**Please Note:** Faculties may add own requirements but these must be submitted to Senate for approval. All requirements must be clearly stated in the Prospectus of each Faculty).
- A thesis to be assessed by two (2) external assessors.
- A successful defence of the thesis.

### 8.11 CESSION OF COPYRIGHT AND PUBLICATION OF DISSERTATION OR THESIS

The copyright on a dissertation or thesis that is submitted to TUT in fulfilment or partial fulfilment of the requirements for a master's degree or doctorate shall vest in the University, irrespective of whether such dissertation or thesis is accepted or not.

- (a) The copyright should therefore be ceded. On registration, it is pointed out to the student that, on signing the form (PGS010), the entire copyright is ceded to TUT, unless if, in exceptional circumstances, exemption from cession of copyright is applied for and granted. Fully substantiated reasons must be submitted with applications for exemption.

If a dissertation or thesis is not accepted, the student may apply to the University for the ceding of copyright back to him or her.

- (b) No dissertation or thesis or any part thereof, including any summary of the dissertation or any part thereof, shall be printed or published without the permission of the Registrar. Such permission may be granted, subject to –
- reference being made in the published work to it having been submitted to TUT in the form of a dissertation or thesis;
  - one or more copies of the published work being handed in at the University; and
  - such changes being effected as may be recommended by the supervisor, examiners or others, and such other conditions being met as the University may deem fit from time to time.
  - If permission is granted to a student to publish his or her dissertation or thesis, the publication of the work must be carried out in consultation with his or her supervisor.

**Please note:** Exemption from the application of rule 8.10 will be granted in exceptional circumstances only.

### 8.12 RIGHT TO APPEAL

8.12.1 Postgraduate candidates who are not satisfied with the outcome of the final marks for their research reports, dissertations or theses, may submit written appeals to the executive dean of the faculty concerned.

8.12.2 The dean and relevant Head of the Department will decide on the merit of an additional assessment option. Where an additional assessment is introduced, no further assessments will be conducted after the calculation of a new fixed mark.



## CHAPTER 9

### ISSUING OF CERTIFICATES, DIPLOMAS AND DEGREES

- 9.1 A certificate, diploma or degree will be issued to a student who meets the requirements for obtaining such a qualification. A qualification means a formal recognition and certification of learning achievements awarded by an accredited provider. It also signifies and formally certifies the demonstrated achievement by a student of a planned and purposeful combination of learning outcomes at a specified level of performance.
- 9.2 Certificates, diplomas and degrees will only be conferred on the official dates of the University's graduation ceremonies. Candidates who cannot attend these graduation ceremonies may request that their certificates be collected or posted after the ceremony date.
- 9.3 Original qualification certificates **will not** be reissued to students in cases where the original documents have been lost, damaged or destroyed. Only an applicable duplicate qualification statement will be issued.
- 9.4 Qualifications are conferred *cum laude* in the following cases:
- (i) A student passes all the set subjects in the first examination. A student may not fail an examination in any subject or module at any level during the course of his or her studies in respect of a qualification. An aegrotat or special examination is also seen as a first examination if it is the student's first attempt to pass the subject.
  - (ii) A student passes a qualification with the option of subjects with an average of at least 75% for all required subjects, as well as an average of at least 75% for the required subjects at exit level.
  - (iii) In respect of a qualification with the option of a dissertation, e.g. a Magister Technologiae, a student obtains a final mark of at least 75% for the dissertation.
  - (iv) In respect of an option with subjects and a mini-dissertation, e.g. a Magister Technologiae, a student obtains an average mark of at least 75% for all the required subjects, as well as an average final mark of at least 75% for the mini-dissertation.
- 9.5 A Doctor Technologiae is not awarded with distinction. A student's results are published as "pass" or "fail".
- 9.6 A certificate, diploma, degree, examination result or academic report issued erroneously by the University is not valid and must be returned to the University.
- 9.7 Any person who forges a certificate, diploma, degree or statement issued by the University, or submits any forged documents to the University, is guilty of misconduct.
- 9.8 Only the Registrar may issue a statement confirming that a student meets all the requirements of a certificate, diploma or degree.
- 9.9 A candidate will be entitled to all the privileges associated with the qualification only after it has been officially awarded at a graduation ceremony of the University.
- 9.10 A qualification certificate will be issued only in the names and surname of the student as indicated on the applicable admission documentation pertaining to the qualification awarded.
- 9.11 Students who have satisfied all academic requirements for the issuing of a qualification, but whose accounts have not been settled by the required dates or who have not paid the replacement fee (see rule 26.4.3.3), will not be invited to a graduation ceremony. The qualification will not be conferred in such cases and neither a statement of completion of the qualification, nor an academic record will be issued until all outstanding accounts are settled in full.
- 9.12 Closing date for Graduation Ceremonies from 9 to 27 May 2011 will be: 28 February
- 9.13 Closing date for Graduation Ceremonies from 20 to 22 September 2011 will be: 5 August

## CHAPTER 10

### MEDIUM OF INSTRUCTION

- 10.1 It is the policy of the Tshwane University of Technology (TUT) to use English as the primary language of teaching, instruction, communication and documentation.

## CHAPTER 11

### CONTAGIOUS DISEASES

- 11.1 In terms of section 45 of the Health Act, 1977 (Act No. 63 of 1977), the medical conditions below are notifiable. The Tshwane University of Technology (TUT) must therefore be informed in writing of such medical conditions without delay.

- Acute rheumatic fever
- Anthrax
- Brucellosis
- Cholera
- Congenital syphilis
- Diphtheria
- Food poisoning (outbreaks of more than four persons)
- Haemorrhagic fevers of Africa (Congo fever, Dengue fever, Ebola fever, Lassa fever, Marburg fever, Rift Valley fever)
- Lead poisoning
- Legionellosis
- Leprosy
- Malaria
- Measles (rubella)
- Meningococcal infections
- Paratyphoid fever
- Plague
- Poisoning from any agricultural or stock remedy registered in terms of the Fertilizers, Farm Feeds, Agricultural Remedies and Stock Remedies Act, 1947 (Act No. 36 of 1947)
- Poliomyelitis
- Rabies (specify whether human case or human contact)
- Smallpox and any smallpox-like disease, excluding chickenpox
- Tetanus
- Tetanus neonatorum
- Trachoma
- Tuberculosis B
  - (i) Pulmonary and other forms, except cases diagnosed solely on the basis of clinical signs and symptoms
  - (ii) In the case of any child younger than five (5) years with a significant reaction following tuberculin testing
- Typhoid fever
- Typhus fever (epidemic louse-borne typhus fever, endemic flea-borne typhus fever)
- Viral hepatitis A, B, non-A, non-B and undifferentiated
- Yellow fever

If a student suspects that he or she has a contagious or an infectious disease that may be transmitted to other people, and should he or she participate in any TUT activities, for example (without any limitations), accommodation in TUT residences, sitting for examinations or tests, or participation in TUT projects, sport or recreational activities, he or she must obtain medical advice and/or undergo the required treatment without delay.

Should such medical advice entail that the student has to withdraw from any or all TUT activities, he or she must act accordingly.

Should such a student fail to withdraw from the activity or activities in question, he or she must exempt TUT from any liability of any kind whatsoever, whether directly or indirectly, for the consequences of his or her failing to do so.

Should a student have suffered from a contagious or an infectious disease, or have been in contact with any person suffering from such disease, the student must submit a medical certificate, containing confirmation that the student may return to TUT without there being any danger of him or her infecting other students, to the Registrar.

## **CHAPTER 12**

### **ATTENDANCE OF LECTURES**

- 12.1 Students must regularly attend all lectures, group lectures, seminars, practical sessions and excursions that form part of their set study programmes. The requirements of the Department of Education in this regard should be complied with.
- 12.2 Individual faculties may include percentages in terms of attendance of lectures, if required.
- 12.3 If there is proof of non-compliance with rule 12.1, the Tshwane University of Technology (TUT) reserves the right to cancel a student's registration.
- 12.4 In the event of illness or injury resulting in absence of more than two (2) consecutive days, a medical certificate must be submitted. However, TUT reserves the right to demand a medical certificate at any time.
- 12.5 The Head of the Department or lecturer concerned may demand that reasons be given in writing for failure to attend scheduled academic sessions.
- 12.6 The Council may determine the branch or campus of TUT at which a student will receive instruction.
- 12.7 Students who register after classes have commenced may not claim any concession regarding lectures presented, tests written, etc., before they registered.

## **CHAPTER 13**

### **PRESCRIBED BOOKS**

- 13.1 At the beginning of each academic semester or year, the lecturers concerned will provide all registered students with a list of set (prescribed) books.
- 13.2 All students are expected to obtain the relevant set books.
- 13.3 Study material is sent to all Distance Education Unit students upon registration.

## **CHAPTER 14**

### **PRESCRIBED WORK AND CLASS TESTS**

- 14.1 Students must do all set (prescribed) work and write all class tests.
- 14.2 Students who register after classes have commenced may not claim any concession regarding lectures presented, tests written, etc. before they had registered.
- 14.3 A student should attend and participate in classes according to his or her registration, for example regarding campus, qualification, subject, block, semester, etc.

- 14.4** (a) Students must regularly attend all lectures, group lectures, seminars, practical sessions and excursions that form part of their set study programme. The requirements of the Department of Higher Education and Training (DHET) in this regard should be complied with.
- (b) Individual faculties may include percentages in terms of attendance of lectures, if required.
- (c) If there is proof of non-compliance with rule 14.4(a), the Tshwane University of Technology (TUT) reserves the right to cancel a student's registration.
- 14.5** In the event of illness or injury resulting in absence of more than two (2) consecutive days, a medical certificate must be submitted. However, TUT reserves the right to demand a medical certificate at any time.
- 14.6** A registered distance education student must submit an assignment per examination block as required by the Department of Higher Education and Training (DHET).

## **CHAPTER 15**

### **STUDENT DISCIPLINE**

**Please note:**

Any student who contravenes the provisions of rule 15.1 of the disciplinary code is guilty of misconduct and will be dealt with in terms of the disciplinary code for students. For the purposes of this disciplinary code the word "University" refers to the Tshwane University of Technology.

#### **15.1 MISCONDUCT**

The following actions, omissions or conduct by a student is regarded as misconduct:

- 15.1.1 Any statutory or common law offence or any attempt to commit such an offence or instigating another person to commit such an offence.
- 15.1.2 Conviction of any criminal offence during his or her period of study at the University, irrespective of the place where such offence took place.
- 15.1.3 Intentionally or negligently contravening or subverting, or attempting to contravene or subvert, or assisting, encouraging or persuading any other person to contravene or subvert a code, regulation, rule or instruction of the University.
- 15.1.4 Refusal to obey any fair or reasonable instruction or request of any statutory body, lecturer, member of the Students' Representative Council, any official or any person acting on behalf of the University, or any violation of such instruction or request within the framework of any rule, regulation or law applicable to the University.
- 15.1.5 Damaging, defacing, destruction, theft, being in possession of stolen property, housebreaking and theft, appropriation or alienation of University property or property controlled by the University, including that of another student, employee, visitor or person associated with the University, or any attempt to do so.
- 15.1.6 Using University property or any property controlled by the University or property of another student or a staff member without permission.
- 15.1.7 Bringing onto, or possession, using, selling or distribution of any alcoholic beverages and/or illicit drugs on University premises or premises controlled by the University or during any official excursion or tour without the permission of the Vice-Chancellor or any person delegated by him or her.
- 15.1.8 Being under the influence of alcoholic beverages or drugs while participating in the activities of the University or where the student may be identified with the activities of the University or any abuse of alcoholic beverages or drugs on University premises or premises controlled by the University.

- 15.1.9 Improper, disgraceful, or indecent behaviour on any premises of the University or premises controlled by the University or at any other place where the student's behaviour is identifiable with or can possibly be identified with the University.
- 15.1.10 Any abusive, swearing or indecent act towards any employee, student or person associated with the University; which is a violation of the dignity or body either on the premises of the University or elsewhere.
- 15.1.11 Engaging in behaviour that may bring the image of the University into disrepute or any act that may be detrimental to or jeopardise the maintenance of discipline or which is detrimental to providing normal services, efficient tuition and the conducting of research.
- 15.1.12 Using violence against, or threatening, or intimidating any person on any premises of the University or premises controlled by the University, or during participating in any University activity, or anywhere else where the student may be identified with the University.
- 15.1.13 Bringing onto the University premises, or possessing, pointing or handling a firearm or any other dangerous weapon, explosive or fuel without the necessary permission or the pretence that such weapon, explosive or fuel will be used on any premises of the University, or pointing a firearm at any person.
- 15.1.14 Helping or trying to help another student during a class test, examination or any form of assessment, or obtaining or trying to obtain help from another student during such test, examination or assessment, or the submission of any test, examination script or written assignment or any assessment of another student in his or her name.
- 15.1.15 Being in possession of any form of unauthorised notes, using or trying to use notes that have relevance, or any kind of resource during any test or examination, except where the supervisor or lecturer concerned has consented explicitly to such possession and/or use, or refusal to hand over such notes to the invigilator, or destroying or trying to destroy such notes in any way, or making notes during a test or examination on any object, ruler or pocket calculator, except as laid down and permitted.
- 15.1.16 Handing in any written assignment for assessment in which the essential parts of the assignment have been copied from the work of another person, or any form of plagiarism.
- 15.1.17 Reproduction or transmission in any form or manner, whether electronically or mechanically (including photocopying, recording or using any other form of information storage or retrieval), of any study guide, book, thesis, dissertation, article, examination paper, lecture, printed tutorial matter or any other study aids in respect of which copyright exists, unless such reproduction or transmission is done in a manner authorised in terms of the Copyright Act, 1978 (Act No. 98 of 1978), and unless the copyright owner's permission for the reproduction or transmission is obtained.
- 15.1.18 Making a deliberately false statement or furnishing false information to any University employee, official body, committee, any person associated with the University, Students' Representative Council or any student who is a student leader.
- 15.1.19 Furnishing false or erroneous information about the University to any person or body.
- 15.1.20 Forging any certificate, degree, diploma, document or statement of the University, or submitting any forged document to the University.
- 15.1.21 Any fraud committed on any premises of the University, or premises controlled by or associated with the University.
- 15.1.22 Financially mismanaging, misappropriating or misusing funds of the University or funds under the control of the University.
- 15.1.23 Using the student card of another student or an access card of another person or allowing another student or any person to use such a student card or access card to perform any action or obtain any benefit or service that can be performed or obtained with such a card.

- 15.1.24 Committing any act or form of harassment, sexual assault, racism, unfair discrimination or violation of the dignity or body of any employee, student or person associated with the University, or any mental prejudice or humiliation or any form of initiation practice.
- 15.1.25 Participating in or organising unauthorised student actions that infringe on the activities of other students or destabilise the functioning of the University.
- 15.1.26 Being a member of or participating in the activities of any organisation, society or movement, the existence of which on campus has not previously been approved in terms of the applicable rules.
- 15.1.27 Arranging, organising, instigating, holding or participating in a political or protest demonstration on the University premises without the official approval of the University.
- 15.1.28 Affixing, distributing or displaying a banner, poster, notice, circular letter or pamphlet on University premises without obtaining prior consent thereto or without following the proper procedure as laid down in the rules concerned.
- 15.1.29 Encouraging or inciting a fellow student or any other person, or conspiring with another person to contravene any of the rules of the University.
- 15.1.30 Failing to report the misconduct of another student of which he or she is aware, or that he or she has witnessed.
- 15.1.31 The wrongful use, irresponsible handling, negligent or inconsiderate driving or damaging of any University vehicle, or any negligent or inconsiderate driving of a vehicle on the University premises or premises controlled by the University or elsewhere.
- 15.1.32 Illegally occupying, staying or sleeping in a room not officially allocated to him or her, or allowing any person to illegally occupy, stay or sleep in a room not officially allocated to him or her.
- 15.1.33 Openly displaying, distributing, making, downloading or viewing pornographic material, using either University property or private property or participating in any pornographic activities on any University premises or premises controlled by the University.
- 15.1.34 Being involved in any act or form of corruption or bribery by either giving, receiving or offering any benefit which is not legally due to a University employee, student or other person associated with the University with the intention of influencing the University employee, student or other person associated with the University to commit a illegal act or omit to perform his or her duties.

## **15.2 STUDENT DISCIPLINARY STRUCTURES**

The following student disciplinary structures exist:

- 15.2.1 The Disciplinary Appeal Committee
- 15.2.2 The Academic Disciplinary Committee
- 15.2.3 The Student Affairs Disciplinary Committee
- 15.2.4 The Residence Affairs Disciplinary Committee

## **15.3 DISCIPLINARY APPEAL COMMITTEE**

15.3.1 The Disciplinary Appeal Committee comprises the following members:

- (a) The Deputy Vice-Chancellor, designated by the Vice-Chancellor
- (b) The Registrar
- (c) The President of the Central Students' Representative Council
- (d) The Executive Dean of the faculty concerned or his or her proxy
- (e) The Executive Director of Student Affairs and Residence Operations or his or her proxy

- 15.3.2 A quorum consists of three (3) members.
- 15.3.3 (a) The Deputy Vice-Chancellor is the chairperson of the Disciplinary Appeal Committee.  
(b) In the absence of the Deputy Vice-Chancellor, the Registrar is the chairperson of the Disciplinary Committee.  
(c) Notwithstanding the provisions of rule 15.3.1, the chairperson may co-opt an employee with a legal background to be a member of the Disciplinary Appeal Committee.
- 15.3.4 The Disciplinary Appeal Committee keeps a register of all the disciplinary measures it has imposed.
- 15.3.5 The functions of the Disciplinary Appeal Committee are –  
(a) subject to rule 15.5.5, to hear all cases of appeal;  
(b) to review disciplinary measures falling outside the competence of any other disciplinary structure; and  
(c) to review any decision of any other disciplinary structure that would result in expulsion.
- 15.3.6 The Disciplinary Appeal Committee reports its disciplinary measures to the Council.

#### **15.4 ACADEMIC DISCIPLINARY COMMITTEE**

- 15.4.1 The Academic Disciplinary Committee comprises the following members:  
(a) A chairperson designated by the Vice-Chancellor  
(b) The head of the academic department concerned or his or her proxy  
(c) An employee designated by the Registrar  
(d) A representative of the Students' Representative Council, as designated by that Students' Representative Council
- 15.4.2 A quorum consists of three (3) members.
- 15.4.3 Notwithstanding the provisions of rule 15.4.1, the chairperson may co-opt an employee with a legal background to be a member of the Academic Disciplinary Committee.
- 15.4.4 The provisions of rule 15.3.4 apply, with the necessary changes, to the keeping of a register of disciplinary decisions and measures, as taken by the Academic Disciplinary Committee.
- 15.4.5 The functions of the Academic Disciplinary Committee are –  
(a) to hear all cases of alleged misconduct taking place during normal academic activities;  
(b) to hear all cases of alleged misconduct in academic affairs relating to the classroom; and  
(c) to hear all cases of alleged misconduct in academic affairs relating to tests and examination activities.
- 15.4.6 The Academic Disciplinary Committee reports its disciplinary decisions and measures to the Senate.

#### **15.5 STUDENT AFFAIRS DISCIPLINARY COMMITTEE**

- 15.5.1 The Student Affairs Disciplinary Committee comprises the following members:  
(a) A chairperson designated by the Vice-Chancellor  
(b) An employee designated by the Registrar

- (c) A representative of the Students' Representative Council, as designated by that Students' Representative Council
  - (d) An employee designated by the Executive Director of Student Affairs and Residence Operations
- 15.5.2 A quorum consists of three (3) members.
- 15.5.3 Notwithstanding the provisions of rule 15.5.1, the chairperson may co-opt an employee with a legal background to be a member of the Student Affairs Disciplinary Committee.
- 15.5.4 The provisions of rule 15.3.4 apply, with the necessary changes, to the keeping of a register of disciplinary decisions and measures taken by the Student Affairs Disciplinary Committee.
- 15.5.5 The functions of the Student Affairs Disciplinary Committee are to hear all cases of alleged misconduct that bear no relation to academic activities or cases that bear no relation to classroom or examination activities.
- 15.5.6 The Student Affairs Disciplinary Committee reports its disciplinary decisions and measures to the Student Services Council.

## **15.6 EMALAHLENI, MBOMBELA AND POLOKWANE CAMPUSES**

- 15.6.1 The Academic Disciplinary Committee at the campuses in rule 15.6 comprises the following members:
- (a) The head of the campus or his or her proxy
  - (b) Two (2) employees designated by the head of the campus
  - (c) A representative of the Students' Representative Council concerned, as designated by the Students' Representative Council
- 15.6.2 The head of the campus in rule 15.6 or his or her proxy is the chairperson of the Academic Disciplinary Committee.
- 15.6.3 The Academic Disciplinary Committee at the campus in rule 15.6 reports its disciplinary decisions and measures to the Senate through the office of Student Judicial Services.
- 15.6.4 The Student Affairs Disciplinary Committee at a campus in rule 15.6 comprises the following members:
- (a) The head of the campus or his or her proxy
  - (b) Two (2) employees designated by the head of the campus
  - (c) A representative of the Students' Representative Council concerned, as designated by the Students' Representative Council
- 5.6.5 The head of the campus in rule 15.6 or his or her proxy is the chairperson of the Student Affairs Disciplinary Committee.
- 5.6.6 The Student Affairs Disciplinary Committee at the campus in rule 15.6 reports its disciplinary decisions and measures to the Student Services Council through the office of Student Judicial Services.

## **15.7 RESIDENCE AFFAIRS DISCIPLINARY COMMITTEE**

- 15.7.1 The Residence Affairs Disciplinary Committee comprises the following members:
- (a) Chairperson: The Residence Adviser (Residence Adviser from another residence)
  - (b) Prosecutor: Residence Adviser/RC Deputy Chairperson or his/her proxy



- (c) Two (2) RC members – One from another residence
  - (d) Minute Secretary: RC Secretary from concerned residence
- 15.7.2 A quorum consists of three (3) members.
- 15.7.3 The Residence Adviser from another residence is the chairperson of the Residence Affairs Disciplinary Committee.
- 15.7.4 The Residence Affairs Disciplinary Committee keeps a register of disciplinary decisions and measures.
- 15.7.5 The function of the Residence Affairs Disciplinary Committee is to hear cases of alleged contravention of the rules pertaining to the operation, management or use of residence facilities.
- 15.8 RESIDENCE AFFAIRS APPEAL COMMITTEE**
- 15.8.1 Chairperson: HoD Residences (HoD from another Campus)
- (a) One ARC member
  - (b) One SRC member designated by the Students' Representative Council
  - (c) One Residence Adviser from another residence.
- 15.8.2 A quorum consists of three (3) members.
- 15.8.3 The HoD Residences (HoD from another campus) is the chairperson of the Residence Affairs Appeal Committee.
- 15.8.4 The Residence Affairs Appeal Disciplinary Committee keeps a register of the rulings.
- 15.8.5 The function of the Residence Appeal Committee is to hear all appeals concerning levels 2 and 3.
- 15.9 REPORTING OF ALLEGED MISCONDUCT**
- 15.9.1 A charge of alleged misconduct should be laid in writing with the Head of Student Judicial Services within seven (7) days, or such period that is reasonable under the circumstances, of the date of the alleged misconduct, or within such period that is reasonable under the circumstances, of the date on which the alleged misconduct came to or should reasonably have come to the knowledge of the complainant.
- 15.9.2 The Head of Student Judicial Services or his/her proxy acts as the prosecutor.
- 15.9.3
- (a) The prosecutor, with the assistance of the University's investigating officers, investigates the charge of alleged misconduct where necessary and formulate the charge disclosed by the evidence in the course of such investigation.
  - (b) If the investigation is completed and the prosecutor is of the opinion that a case cannot be made, he or she may decline to proceed.
- 15.9.4 If, in the opinion of the prosecutor, a case can be made, the prosecutor convenes a disciplinary hearing and gives notice to the accused, the members of the committee concerned and th witnesses, if any.
- 15.9.5 The head of the campus in rule 15.6 designates an employee to act as a prosecutor.
- 15.9.6
- (a) The person responsible for student residences designates an employee to act as a prosecu- tor in respect of the reporting of alleged misconduct that falls within the jurisdiction of the Residence Disciplinary Committee.
  - (b) The provisions of rules 15.9.2, 15.9.3(a), (b) and 15.9.4 apply, with the necessary changes, to the office of the prosecutor, the investigation of alleged misconduct, a refusal to proceed and the convening of a disciplinary hearing.

## **15.10 NOTICE OF A DISCIPLINARY HEARING**

15.10.1 The prosecutor or any authorised person hands a notice of alleged misconduct to the student accused of the alleged misconduct.

15.10.2 The notice of alleged misconduct –

- (a) gives due notice to the accused that a disciplinary hearing is to be held;
- (b) indicates the alleged misconduct with sufficient information to enable the accused to prepare a defence;
- (c) informs the accused of his or her rights;
- (d) indicates the date, time and venue of the hearing;
- (e) informs the accused student that the hearing will proceed in his or her absence, should he or she fail to attend;
- (f) is served by hand or handed over in a lecture hall or in a residence room by an employee of the University or by placing a copy of such process in an envelope and –
  - (i) addressing and posting it by prepaid registered letter to the residential address provided either on the most recent application form completed by the student for the purpose of registration or in the latest written notice to the University of a change of address;
  - (ii) in the case of such service, it will be assumed that the student received that process and particulars within five (5) working days of the date of posting thereof, regardless of whether the student still resides at the address concerned.

15.10.3 If a student refuses to acknowledge receipt of a notice of alleged misconduct, the serving of the notice and the date, time and place of the serving are recorded.

15.10.4 Confirmation, in writing, by the person who served the notice that a notice was duly served on a student is prima facie proof that a student received such notice.

## **15.11 PROCEDURES AT HEARINGS OF THE ACADEMIC DISCIPLINARY COMMITTEE OR THE STUDENT AFFAIRS DISCIPLINARY COMMITTEE**

15.11.1 The procedures at a hearing of the Academic Disciplinary Committee or Student Affairs Disciplinary Committee are as follows:

- (a) The office of Student Judicial Services designates an employee to act as a secretary.
- (b) The chairpersons of the committees contemplated in rules 15.2.2 and 15.2.3 may amend the indictment (charge) if they are of the opinion that it would be fair and reasonable.
- (c) Proceedings may be postponed for a period of two (2) days or, in exceptional cases, for such a period as the committee may deem reasonable –
  - if the student concerned asks for an opportunity to answer or prepare for an amended charge;
  - if the student concerned is absent due to illness;
  - if, in the opinion of the chairperson, the student concerned was not given sufficient time to prepare for the hearing;
  - in order to formulate a suitable finding; or
  - by a mutual agreement between the chairperson and the student concerned.

- (d) The prosecutor may submit any documentary evidence at a hearing and call witnesses to substantiate the charge. A committee may admit a written statement of a witness, subject to the right of the accused student to dispute the content of such a statement.
  - (e) The student concerned or any witnesses called by him or her may be questioned by the prosecutor and members of the committees contemplated in rules 15.2.2, 15.2.3 and 15.2.4.
  - (f) A student who is charged with misconduct may personally or through his or her representative –
    - address a committee at the start of the proceedings to explain the basis of his or her defence;
    - question any or all of the witnesses called by the prosecutor;
    - inspect any document or exhibit submitted as evidence at his or her hearing;
    - submit evidence him- or herself in support of his or her defence or in mitigation of sentence;
    - call witnesses in support of his or her defence or in mitigation of sentence; and
    - address a committee in defence or in mitigation of sentence after all the evidence has been submitted.
  - (g) The committee must deliberate after the hearing and decide whether the accused student is guilty or not.
  - (h) If the committee cannot reach a unanimous decision, a majority decision becomes the decision of the committee.
  - (i) The chairperson has the right to make a ruling in all matters relating to the procedures of the hearing.
  - (j) In the event of an equality of votes, the chairperson has a casting vote.
  - (k) The chairperson informs the student concerned verbally of the committee's decision, and also confirms it immediately in writing.
- 15.11.2 Subject to the provisions of rule 15.3.5, the decisions of the Academic Disciplinary Committee and the Student Affairs Disciplinary Committee are final.
- 15.11.3 Previous convictions of misconduct may be taken into consideration by a disciplinary committee in deciding on appropriate disciplinary measures.
- 15.11.4 Notwithstanding the provisions of rule 15.11.1(a), the head of the campus in rule 5.6 designates an employee to act as the secretary.
- 15.11.5 An accused student may be represented by a fellow student or University employee at the hearing.
- 15.11.6 The disciplinary hearing is conducted in camera. However, the chairperson may, in his or her discretion, allow any person who has an interest in the hearing to attend as an observer.
- 15.11.7 Subject to the provisions of rule 15.11.6, only the following persons will be allowed at the disciplinary proceedings:
- (a) Members of the disciplinary committee
  - (b) The accused student
  - (c) The representative of the accused student

- (d) The secretary of the disciplinary committee
  - (e) An interpreter
  - (f) A person called as a witness: provided that such a person should only be present when giving evidence
- 15.11.8 If the behaviour of the accused student, a witness or any other person makes it impossible to conduct the proceedings or disrupts the proceedings of the disciplinary hearing, the chairperson may order such a person to leave the proceedings and proceed in his or her absence.
- 15.11.9 (a) The secretary takes minutes of the proceedings of a disciplinary committee and such minutes will be deemed to be the true and correct version of the proceedings of that committee until the contrary is proved.
- (b) The secretary may make an audio cassette recording of the proceedings of the hearing and such recording or minutes will be kept for a period of at least two years.
- 15.11.10 A student who does not wish to attend the hearing personally may submit a written statement which will be deemed to contain his or her entire testimony, and it will be deemed that he or she was afforded an opportunity to defend him- or herself.

## **15.12 DISCIPLINARY MEASURES**

### **15.12.1 ACADEMIC DISCIPLINARY COMMITTEE**

The Academic Disciplinary Committee may take one or more of the following disciplinary measures or impose any of the following sanctions:

- (a) Issuing a reprimand.
- (b) Issuing a warning.
- (c) Imposing a suspended disciplinary measure or suspending a portion thereof or suspending the imposition of a disciplinary measure on such conditions as it deems appropriate.
- (d) Imposing expulsion.
- (e) Excluding the student from any or all lectures, tests or examinations in any or all subjects.
- (f) Cancelling any subject, test, examination or other marks, as well as year and semester marks.
- (g) Cancelling credits in any or all subjects.
- (h) Refusing to issue a certificate.
- (i) Recommending to the Senate to cancel a qualification that has been formally awarded or conferred.
- (j) Excluding the student from any or all classrooms, test or examination rooms.
- (k) Excluding the student from any or all academic activities.
- (l) Discharging the student from any office or capacity in which he or she was appointed or to which he or she was elected.
- (m) Directing the student to apologise, verbally or in writing, to any person or body in a manner determined by the Academic Disciplinary Committee.

- (n) Imposing forfeiture of a bursary or loan.
- (o) Referring the student to Student Development and Support for suitable remedial measures.
- (p) Taking any other appropriate, educationally justifiable disciplinary measures, to be confirmed by the Disciplinary Appeal Committee.
- (q) Imposing the forfeiture of any right or privilege he or she is entitled to as a registered student.
- (r) Sending a letter confirming the finding, as well as the disciplinary measures imposed by the Academic Disciplinary Committee, to the parent, guardian or employer of a student.

#### 15.12.2 **STUDENT AFFAIRS DISCIPLINARY COMMITTEE**

15.12.2.1 The provisions of rules 15.12.1(a), (b), (c), (d), (e), (f), (g), (l), (m), (o), (p) and (q) apply, with the necessary changes, to the disciplinary measures the Student Affairs Disciplinary Committee may take when it finds a student guilty of misconduct.

15.12.2.2 The Student Affairs Disciplinary Committee may also impose one or more of the following disciplinary measures:

- (a) Excluding the student from any or all University activities.
- (b) Ordering the student to pay an amount that will make good any loss or damage suffered or costs incurred by the University, any other student or any other person or body on account of the misconduct.
- (c) Imposing forfeiture of the right to bring onto or use a motor vehicle of any kind on any official campus or other premises of the University.
- (d) Fining the student for an amount as determined by the University from time to time and published in the University's tariff prospectus.
- (e) Ordering the student to render community service for up to 250 hours.
- (f) Expelling or suspending the student from the University residences, permanently or for a specific period of time.

15.12.2.3 The provisions of rule 15.12.1 (p) apply, with the necessary changes, to the Student Affairs Disciplinary Committee.

#### 15.12.3 **RESIDENCE AFFAIRS DISCIPLINARY COMMITTEE**

15.12.3.1 The Residence Affairs Disciplinary Committee may take one or more of the following disciplinary measures:

- (a) Issuing a warning.
- (b) Issuing a reprimand.
- (c) Imposing penalty points in accordance with the disciplinary rules for residences.
- (d) Refusing readmission to a residence.
- (e) Ordering the student to pay an amount that will make good any loss or damage suffered or costs incurred by the University, any other student, or other person or body on account of the misconduct.
- (f) Directing the student to apologise, verbally or in writing, to any person or body in a manner determined by the Residence Affairs Disciplinary Committee.

- (g) Making a recommendation to the Student Affairs Disciplinary Committee that the student concerned be suspended from the residence.
- (h) Making a recommendation to the Student Affairs Disciplinary Committee that the student concerned be expelled from the residence.
- (i) Referring the student to Student Development and Support for remedial measures.
- (j) Taking any other appropriate, educationally justifiable disciplinary measures, as confirmed by the Student Affairs Disciplinary Committee.

15.12.3.2 The Student Affairs Disciplinary Committee may, when hearing an appeal from the Residence Affairs Disciplinary Committee, take any one or more of the disciplinary measures provided for in rules 15.12.3.1(a - j), and 15.12.1(c - q).

### **15.13 RIGHTS OF STUDENTS**

A student has the right to –

- 15.13.1 be informed of the nature of an offence;
- 15.13.2 be heard within a reasonable period of time;
- 15.13.3 be given sufficient notice to enable him or her to prepare for a disciplinary hearing;
- 15.13.4 be represented by a fellow student or an employee;
- 15.13.5 state his or her case and defend him- or herself;
- 15.13.6 call witnesses;
- 15.13.7 cross-examine any witness;
- 15.13.8 use an interpreter, if required or desired;
- 15.13.9 be notified of the outcome of a hearing;
- 15.13.10 be notified of the disciplinary measures imposed;
- 15.13.11 appeal to the appropriate higher authority at the University in writing within seven (7) workdays after the hearing; and
- 15.13.12 present evidence in mitigation of sentence.

### **15.14 APPEAL**

- 15.14.1 Should the student concerned be dissatisfied with a finding or disciplinary measure taken by the Residence Affairs Disciplinary Committee, he or she has the right to appeal to the Student Affairs Disciplinary Committee against such finding or disciplinary measure, or both.
- 15.14.2 Should the student concerned be dissatisfied with a finding of either the Academic Disciplinary Committee or the Student Affairs Disciplinary Committee, or with the disciplinary measures taken by either of these committees, or both, he or she has the right to appeal to the Disciplinary Appeal Committee against such finding or disciplinary measures, or both.
- 15.14.3 The student concerned should submit a notice of appeal in writing to the Registrar no later than seven (7) workdays after the finding or the taking of disciplinary measures by the said disciplinary committee.

15.14.4 The notice of appeal must set out the grounds on which the appeal is based. The provisions of rules 15.14.2, 15.14.3 and 15.14.4 apply, with the necessary changes, to a student who is dissatisfied with a finding of either the Academic Disciplinary Committee or the Student Affairs Disciplinary Committee of a campus in rule 15.6.

15.14.5 (a) If an accused student has lodged an appeal in terms of rule 15.14.4, the sanction imposed by the disciplinary committee is put on hold, pending the decision of the Appeal Committee.

(b) The Vice-Chancellor may suspend a student found guilty by a disciplinary committee from classes or campus or from participating in any activities of the University, pending the decision of the Appeal Committee.

#### **15.15 PROCEDURE AT A HEARING OF THE DISCIPLINARY APPEAL COMMITTEE**

15.15.1 A record of the relevant proceedings of the Academic Disciplinary Committee or the Student Affairs Disciplinary Committee, as the case may be, should be made available not less than 14 (fourteen) days before an appeal hearing to -

(a) the members of the Disciplinary Appeal Committee; and

(b) the appellant,

15.15.2 An appeal hearing is not a rehearing of a matter, but an adjudication of whether a disciplinary hearing was procedurally and substantively fair.

15.15.3 After hearing the appeal, the Disciplinary Appeal Committee may –

(a) uphold the finding and the sanction;

(b) uphold the finding, but impose another sanction; or

(c) set aside the finding and, consequently, the sanction.

15.15.4 The decision of the Disciplinary Appeal Committee is final.

15.15.5 The decision of the Disciplinary Appeal Committee is conveyed orally to the appellant and is confirmed in writing by the chairperson of the Disciplinary Committee.

15.15.6 Notwithstanding the provision of rule 15.15.2, the Disciplinary Appeal Committee may call the accused student, prosecutor, chairperson of a disciplinary committee or a witness to address the Committee on any matter as the Committee deems fit.

15.15.7 The Disciplinary Appeal Committee must adjudicate the matter objectively and a member may not previously have been involved in the case.

#### **15.16 SUSPENSION PENDING OUTCOME OF THE HEARING**

15.16.1 (a) The Vice-Chancellor may suspend a student from classes or from the campus, pending the outcome of investigations or finalisation of a disciplinary hearing, if the presence of the student on the campus poses a threat to the safety of other students and/or employees or if the student is charged with a serious transgression.

(b) If a student is suspended in terms of rule 15.16.1(a), a formal charge should be laid against the student within fourteen (14) days after such suspension. The Vice-Chancellor may extend the above period for a further period of not more than thirty (30) days.

15.16.2 A student who is temporarily or permanently deprived of any right or privilege, or expelled, in terms of the disciplinary code, forfeits any claim for repayment or reduction of moneys paid or payable to the University.

## **CHAPTER 16**

### **DRESS CODE FOR STUDENTS**

**Please note:** As a student of the Tshwane University of Technology, you are expected to be dressed neatly and respectably at all times.

- 16.1 Students are expected to maintain a proper standard of personal care in accordance with the prevailing norms of good taste.
- 16.2 In certain departments a specific dress code will be required, such as safety wear, uniforms, etc.

## **CHAPTER 17**

### **PARTICIPATION IN SPORTS, CAMPS, TOURS, EXCURSIONS, TUT ACTIVITIES OR PROJECTS**

- 17.1 Students who participate in sport, camps, tours, excursions, activities or projects of the Tshwane University of Technology do so at their own risk, and the University will accept no responsibility whatsoever for any consequences of such participation.
- 17.2 Excursions, tours and camps undertaken on behalf of the University may be organised only with the permission and approval of the relevant Sport or Student Life officers. In the case of events of a purely academic nature or undertaken for training purposes, the head of the academic department concerned will be the responsible person.

## **CHAPTER 18**

### **NOTICE BOARDS, MEETINGS AND FUNCTIONS**

- 18.1 A student or student organisation may use the student notice boards and hold meetings or gatherings at any campus of the Tshwane University of Technology (TUT) only with the express written permission of the Student Activities Office, and in the case of a distance campus, the express written permission of the student life officer concerned.
- 18.2 A student or student organisation may not distribute or post any document or publication of any kind at any TUT campus or elsewhere, or use the name or logo of the University in any document or publication published or distributed at any campus or elsewhere without prior consultation with the Student Activities Office, and in the case of a distance learning site, the express written permission of the Student Life officer concerned and the express written permission of the Executive Director of Student Affairs and Residence Operations or his or her proxy.

## **CHAPTER 19**

### **CAMPUS PROTECTION AND ACCESS CONTROL**

- 19.1 **GENERAL RULES**
  - 19.1.1 It is the policy of the Tshwane University of Technology (TUT) to implement systems and methods to control the access of people, vehicles and goods into and out of all its campuses.



19.1.2 Persons entering any campus facility should be prepared to subject themselves to being searched. This includes the following:

- All closed sections of commercial vehicles may be inspected when they leave the campus.
- The luggage compartments of all motor vehicles may be inspected when they leave the campus.
- All personal hand luggage/carry-bags may be inspected when a person leaves the campus on foot.

19.1.3 The use of the parking areas of TUT is at the vehicle owner's risk. A disclaimer notice will be prominently displayed at all entrances to campuses.

## **19.2 COMPULSORY DISPLAYING OF STUDENT CARDS**

19.2.1 A person must be a registered student for the year concerned before he or she will be issued with a valid student card.

19.2.2 It is compulsory for all students to display their student cards at all times when they are on the campuses of TUT.

19.2.3 A student's first student card is issued free of charge. Should a student lose or damage his or her student card, a new card will be issued at a fee determined in advance.

19.2.4 No student may be in possession of more than one student card or another student's card.

19.2.5 A lost or damaged student card should immediately be reported to Campus Protection Services.

## **19.3 CARRYING OF FIREARMS**

19.3.1 It is TUT policy to restrict the carrying of firearms on all its campuses in order to adhere to the rules and regulations of the relevant national Acts in this regard, as well as to ensure the creation of a calm and peaceful atmosphere at its campuses.

19.3.2 No student shall bring a firearm, any other dangerous weapon, explosives or fuel (with the exception of fuel required within reason for driving an engine) onto the premises of the University.

19.3.3 Any transgression of the above will result in strict disciplinary measures to be taken against such transgressor.

## **19.4 REPORTING OF INCIDENTS OF CRIME**

19.4.1 In order to eliminate crime on our campuses, all crime-related incidents must be reported to Campus Protection Services immediately.

19.4.2 Should the need arise, a Campus Protection Services officer will support and escort a victim of crime to the nearest police station.

# **CHAPTER 20**

## **TRAFFIC CONTROL**

20.1 The grounds of the Tshwane University of Technology (TUT) are classified as private property. The staff and students of TUT and members of the public use the roads and parking areas on the grounds at their own risk. Anyone who transgresses or ignores the traffic rules of the University will be guilty of an offence and Management may take steps against such person(s).

## 20.2 DEFINITIONS

In these traffic rules, unless the context indicates otherwise –

- (a) **“the Act”** means the Road Traffic Act, 1996 (Act No. 93 of 1996), as amended;
- (b) **“bicycle”** means any regular bicycle (two-wheeled vehicle), and includes any tricycle or cart that is propelled by stepping on the pedals;
- (c) **“driver”** means -
  - (i) anyone who drives or tries to drive a vehicle or rides or tries to ride a bicycle or motorcycle; or
  - (ii) the person who has physical control over the vehicle at that point in time, even if someone else is the owner of that vehicle;
- (d) **“emergency vehicle”** means any vehicle belonging to TUT that is used for the purpose of firefighting, security or traffic control, or any private vehicle used as such;
- (e) **“footpath”** or **“trail”** means a road for the exclusive use of pedestrians, that is, a road that no vehicle may use;
- (f) **“guest(s)”** means any person or group of persons visiting the University by special invitation to whom the right to park on its grounds has been granted, and who is treated in the same way as visitors;
- (g) **“lane”** means a longitudinal road division that is wide enough to carry a single row of vehicles;
- (h) **“motorcycle”** means any motorised vehicle with two (2) wheels, as well as any such vehicle with a sidecar attached to it, and includes any motorised three-wheeler, motorised four-wheeler, moped or motor scooter;
- (i) **“motor vehicle”** means any self-driven vehicle or any trailer or vehicle with pedals or with an engine that forms an integral part of it or that is attached to it, and is designed or fixed to be propelled, either by means of the pedals or by means of such engine or both;
- (j) **“officer”** or **“traffic officer”** means anyone in the service of Campus Protection Services who has been appointed by the Management of TUT to supervise, regulate and control all traffic on the grounds of the University and to enforce all relevant traffic rules;
- (k) **“official vehicle”** means any vehicle that belongs to the University;
- (l) **“owner”**, with reference to a motor vehicle, motorcycle or bicycle, means the person who has the use and enjoyment of such vehicle in terms of the common law or a contractual agreement with the titleholder of such vehicle;
- (m) **“park”** means to let a vehicle, with or without occupants, stop for a longer period of time than is reasonably needed to load or unload persons or goods;
- (n) **“parking token”** or **“parking disc”** means a token issued to any staff member, student or visitor to whom the right to park on TUT grounds has been granted (either in a specific parking space or in general);
- (o) **“parking area”** means any area that has been set up exclusively for the parking of motor vehicles, motorcycles, mopeds or motor scooters, as indicated by an appropriate notice board;
- (p) **“pedestrian crossing”** means that part of the road which is indicated by the appropriate road traffic signs and traffic markings as a pedestrian crossing;

- (q) **“road”** means any gravel road or tarred street on TUT grounds that is generally used by motor vehicles, or such road or street in any area that has been set up exclusively for the parking of motor vehicles;
- (r) **“roadside”** means that portion of the road, street or thoroughway that does not form part of the roadway;
- (s) **“road traffic sign”** means any regulatory sign, danger warning sign, information sign, roadway traffic line or marking that may be used in the Republic of South Africa in terms of the Act;
- (t) **“roadway”** means that part of a road, street or thoroughway that is meant for or has been improved or built for vehicle traffic, and which includes the road shoulders;
- (u) **“roadworthy”** means when the service brakes, driving mechanism, warning system, exhaust system, direction indicators, head lamps, rear lamps and stoplights of a motor vehicle are in a good working condition, as laid down in the Act;
- (v) **“sidewalk”** means that part of the roadside that is meant to be used exclusively by pedestrians;
- (w) **“TUT”** means the Tshwane University of Technology, and includes all its campuses, grounds and residences;
- (x) **“University”** means the Tshwane University of Technology, and includes all its campuses, grounds and residences;
- (y) **“visitor”** means anyone that finds him- or herself on the TUT grounds and who is not a staff member or part-time staff member or a student or part-time student of the University;
- (z) **“visitor’s permit”** means a token for the right to park on TUT grounds, which is issued to anyone who is not a staff member or student, and who visits the University regularly or on occasion, and whose intended visit has been reported either by him- or herself or by the staff member who invited him or her;
- (aa) **“vehicle”** means any light or heavy motor vehicle, such as a motorcar, bus or lorry, or any motorcycle, bicycle or any other vehicle, as defined in the Act.

## **20.3 PARKING PRIVILEGES**

20.3.1 The following persons may apply for the privilege to use their motor vehicles on TUT grounds:

- (a) staff of the University;
- (b) registered students of the University; and
- (c) anyone else to whom, in the opinion of Management, parking privileges should be issued.

20.3.2 A staff member or student of the University who, at any time, wishes to use a motor vehicle or motorcycle or any other vehicle (as defined in rule 20.3 and in the Act) on any parking area or road or street of the University (regardless of how long), must register the vehicle concerned at Campus Protection Services.

20.3.3 After the registration of a motor vehicle, a parking disc is issued that must immediately be fixed to the inside (lower right) corner of the windscreen of the registered vehicle. On motorcycles, the disc is fixed in the same way as the licence disc.

20.3.4 Staff and students must register or re-register their vehicles every year on or before 15 February at Campus Protection Services.

- 20.3.5 All regulatory signs, danger warning signs, information signs, roadway traffic lines or markings that may be used in the Republic of South Africa in terms of the Act may be used on TUT grounds, but the Management of the University may lay down its own measurements, distances and heights for the erection of traffic signs and the painting of roadway traffic lines and markings.
- 20.3.6 The roads, streets and parking areas of the University are private property and persons who enter them do so at their own risk. The University therefore does not assume any liability for damage or fire damage to, or the loss of any vehicle on University grounds.
- 20.3.7 Any person who enters the University's grounds as a regular or sporadic visitor (except in the case of bona fide visitors to residences) must report to Campus Protection Services (or the person who invited him or her may report the visit), and a visitor's permit will be issued, which will grant the visitor the right to park his or her vehicle on the grounds.
- 20.3.8 When a guest or group of guests visits the University by invitation, the staff member or members who is or are responsible for the invitation should make arrangements with Campus Protection about the issuing of visitor's permits, with a view to the reservation of parking spaces, Services at least 48 hours before the visit.
- 20.3.9 In all cases where a guest or group of guests is invited, the staff member or department concerned should make his or her or its own arrangements to ensure that the guests' parking permits, as issued by Campus Protection Services, reach their guests in time.

#### **20.4 PARKING TOKENS (DISCS)**

- 20.4.1 No one except Logistical Services and Campus Protection Services may issue or sell parking tokens.
- 20.4.2 No one except the Director of Logistical Services may allot or rent out any parking space or parking areas to anyone.
- 20.4.3 Parking tokens are not transferable. Students may obtain their tokens from the Campus Protection Services office. Staff may obtain their tokens from Logistical Services on the first floor of Building 21 on the Pretoria Campus.
- 20.4.4 When a parking token becomes damaged or worn out from use, or if it is to be redesigned, or if the holder is going to use a different vehicle, the token must be handed in with a new application at the relevant office.
- 20.4.5 The Management of TUT may expect the owner or driver of a motor vehicle who applies for the right to park on University grounds to produce proof of the vehicle's roadworthiness before issuing a parking token for the vehicle.
- 20.4.6 Parking tokens may be issued according to rule 20.3 to visitors and guests. When visitors find notice of a fine or a warning notice on their vehicles, they should hand it in at Campus Protection Services, stating the purpose of their visit.

**20.5 All rules and regulations as specified in the Road Traffic Act, 1996 (Act No. 93 of 1996), as amended, will apply to all roads and facilities of TUT.**

#### **20.6 PENALTY CLAUSES**

- 20.6.1 Anyone who contravenes these rules exposes him- or herself to punishment in terms of the following stipulations, as approved by the Management of TUT:
- (a) Parking offences: any offence related to parking carries a penalty of **R50**.
  - (b) Reckless, negligent or inconsiderate driving or driving under the influence of alcohol or drugs: a penalty of **R100**, or disciplinary steps or both applies.

- (c) Driving offences:
- (i) If the offender is a student, he or she may be prohibited from driving a vehicle on campus for a period of one (1) year, may be suspended from his or her studies or may have to perform community service with Campus Protection Services for such period as may be determined by the Disciplinary Committee, or any other suitable punishment as approved by the Disciplinary Committee may be imposed.
  - (ii) If the offender is a staff member, he or she may be prohibited from driving a vehicle on campus for a period of one (1) year, or any other suitable punishment, as approved by the Disciplinary Committee, may be imposed.
- (d) Traffic fines are processed as follows:
- (i) After imposing a penalty, a period of fourteen (14) days is allowed for an appeal. When, on expiry of the period, no appeal has been received, or if an appeal was unsuccessful, the penalty is placed on the student's account and an invoice for the amount is posted to the student's home or postal address. A period of thirty (30) days is allowed for payment of the penalty.
  - (ii) If the penalty has not been paid after thirty (30) days, a warning letter will be posted to the address of the student concerned. If the penalty has still not been paid after another thirty 30 days, the case will be referred to the Deputy Director of Student Judicial Services for disciplinary steps to be taken.
- (e) Speeding offences:
- For a speeding offence of 61 km/h to 84 km/h: **R50** plus **R2** for every kilometre exceeding the speed limit for that particular road.
- For a speeding offence of 85 km/h to 95 km/h: **R60** plus **R2,50** for every kilometre exceeding the speed limit for that particular road.
- For speeding offences over 95 km/h: **R70** plus **R3** for every kilometre exceeding the speed limit for that particular road, plus disciplinary steps.

20.6.2 All the above penalties shall be reviewed annually by the Management of TUT.

## CHAPTER 21

### TRANSPORT POLICY FOR STUDENTS

#### 21.1 PURPOSE

The purpose of this policy is to define categories of applicants who use fleet vehicles, and to outline the requisition procedure, together with the rules for using official fleet vehicles.

#### 21.2 CATEGORIES

Users are categorised as follows:

##### 21.2.1 Student Assembly or Council:

- (a) members of the Student Assembly or Council
- (b) members of the Student Representative Council (SRC)

21.2.2 Registered student organisations:

**"Student organisations"** means only those organisations that are officially registered at the Student Activities Office through the Student Assembly or Council.

### **21.3 RESTRICTION**

21.3.1 No vehicle may be driven without prior authorisation.

21.3.2 No student with a licence that has an active endorsement will be allowed to drive fleet vehicles.

21.3.3 No student may drive official TUT vehicles while being under the influence of alcohol or any drug that could affect his or her judgement.

### **21.4 RESPONSIBILITY**

21.4.1 Responsibility will be conferred on the following persons:

- (a) Deans, directors, heads of departments, etc., who –
- (b) have signing powers regarding the finances of the entity concerned;
- (c) authorise trips that are undertaken according to a set programme or a written application accompanied by a memorandum of reasons; and
- (d) need not be present at all times while the vehicle(s) is/are used.

21.4.2 The responsible person may be a staff member or a registered student, but should be formally appointed by the dean, director, head of department, etc. concerned.

21.4.3 If a vehicle is misused, disciplinary measures may be taken against the person(s) concerned.

21.4.4 In case where there is a need to take disciplinary measures against the person(s) concerned, the transport services shall report the incident to the Student Judicial Services.

### **21.5 FINANCIAL ASPECTS**

21.5.1 An application will be processed only if –

- (a) fleet vehicles are available; and
- (b) the necessary funds are available in the account of the entity concerned.

21.5.2 Should no fleet vehicles be available –

- (a) private vehicles may be used at the approved rates, for the account of the entity concerned;
- or
- (b) the Procurement Department may be requested to hire such vehicles (including external busses) for the account of the entity concerned.

### **21.6 REQUISITION PROCEDURE**

21.6.1 When a driver needs a vehicle for the performance of his or her duties, he or she must complete a transport requisition form, and submit it for the approval of the dean, director or Head of the Department, after which it should be submitted to the Transport Department at least 24 hours before the proposed trip.

- 21.6.2 When a driver needs a vehicle for his or her duties over weekends, he or she must complete a requisition form, and submit it for the approval of the dean, director or Head of the Department, after which it should be submitted to the Transport Department no later than 10:00 on a Friday morning.
- 21.6.3 No reservations may be made unless the full licence particulars of the driver and his or her valid student card have been furnished to the Transport Department and all particulars have been entered on the computerised database.
- 21.6.4 If an official vehicle has to be kept overnight at a private home, the driver of the vehicle must ensure that the vehicle is locked and stored in a locked garage. This must be done to the satisfaction of the responsible person, who will remain responsible for the vehicle.
- 21.6.5 If the vehicle is collected and/or taken back after hours, this must take place at the Campus Protection Services office. An after-hours Transport Register with all the relevant information will be available at the Campus Protection Services office. On receipt of the vehicle keys, fuel card and logbook, the driver and the responsible Campus Protection Services officer shall sign against the reservation entry in the Transport Register.
- 21.6.6 Should it be necessary to park a vehicle away from the campus overnight, an approved form, requesting permission to remove the vehicle from the campus overnight, must be submitted prior to the trip.

## **21.7 BREAKDOWN**

- 21.7.1 If a vehicle breaks down after hours, the Head of the Transport Department must be contacted to arrange for the towing or repair of the vehicle.
- 21.7.2 A broken-down vehicle may not be abandoned under any circumstances, except in extreme emergencies when circumstances justify it.

## **21.8 USER PROCEDURE**

- 21.8.1 A reservation for a vehicle will be regarded as cancelled if the driver has not collected the keys of the reserved vehicle or contacted the Transport Department to report a delay by 45 minutes after the reserved time.
- 21.8.2 The driver of the vehicle must collect the logbook, keys and fuel card from the Transport office concerned.
- 21.8.3 The driver must compare the kilometre reading of the vehicle with the last entry in the logbook before he or she undertakes the trip.
- 21.8.4 The driver must make sure that the emergency toolkit contains all the necessary tools, and must enter all damage to the vehicle or missing tools in the logbook immediately. If an official of the Transport Department is available, it should also be reported to him or her immediately.
- 21.8.5 The driver must consult the Transport Department immediately if the kilometre reading of the vehicle and the entry in the logbook do not correspond. Should the driver fail to consult the Transport Department in this regard, he or she will be held responsible for the full distance driven since the last entry in the logbook.
- 21.8.6 The driver of the vehicle must make sure that the details of a trip are entered into the logbook and that the logbook is completed in full.
- 21.8.7 After the trip, the logbook, keys and fuel card of the vehicle must be handed in at the Transport Department or Campus Protection Services, whichever is applicable.

## **21.9 ACCIDENTS**

If an official vehicle has been involved in an accident, the following procedure must be followed:

- 21.9.1 The Head of the Transport Department must be informed immediately after the accident. In the case of injuries and/or death, the South African Police Service and the local traffic department must be notified.
- 21.9.2 In cases where only the vehicle has been damaged, the accident should be reported to the nearest police station within 24 hours. A case reference number must always be obtained from the police. The Head of the Transport Department must also be informed immediately.
- 21.9.3 If it is suspected that the driver of the other vehicle is under the influence of alcohol or drugs, every effort should be made to bring it to the attention of the South African Police Service or the traffic officer at the scene.
- 21.9.4 At the scene of the accident, the following particulars of each of the vehicles involved in the accident must be obtained:
- Registration number
  - Make and type of vehicle
  - Name and address of driver and owner of other vehicle
  - Name of insurance company
  - Name and address of eyewitnesses (if any)
  - Dimensions of vehicle and its position at the scene of the accident
- 21.9.5 The driver must complete the accident form on the next working day, and submit it to the Head of the Transport Department.

## **21.10 GENERAL RULES AND PROCEDURES**

- 21.10.1 Vehicles may only be driven by drivers who signed for them. Control of the vehicle may be handed over to a fellow licensed official only in exceptional circumstances, such as the following:
- (a) When the driver becomes ill.
  - (b) When circumstances dictate that the driver should stay behind while the other official has to return to the campus concerned.
  - (c) When a driver is considered to be under the influence of alcohol or drugs.
  - (d) All the above should be done with the full knowledge of the Head of the Transport Department.
- 21.10.2 The shortest route possible must be taken between the campus and the final destination.
- 21.10.3 All reasonable precautions must be taken to protect the vehicle and its contents against theft, fire and illicit use.
- 21.10.4 No non-official passengers may be transported.
- 21.10.5 No private vehicle may be pushed or towed with an official vehicle.
- 21.10.6 Traffic fines are payable by the driver, unless a defect in the vehicle was the cause of the infringement of the regulation in question at the time.
- 21.10.7 If a vehicle is handed back in an exceptionally dirty condition, the cost of having it cleaned by an outside firm will be charged to the account of the entity concerned.



- 21.10.8 If it is found that a driver drove negligently or recklessly, the licence of that driver at the Transport Department will be cancelled, and no vehicle will be issued to him or her again.
- (a) Only registered students of TUT who have been in possession of valid driver's licences for a period of at least two (2) years will be allowed to drive a vehicle of the University.
  - (b) A professional driver's permit (PDP) is a prerequisite in cases where a bigger vehicle, such as a minibus carrying more than twelve (12) persons, is issued.
  - (c) All student drivers' driving skills will be tested by the Head of the Transport Department and the Transport Officer concerned, should circumstances allow or require it.
- 21.11 DISCIPLINARY MEASURES**
- 21.11.1 If a vehicle has been damaged in any way whatsoever, and the damage may be attributed to negligence on the part of the driver and/or user(s) concerned –
- (a) disciplinary steps will be taken against the driver and/or user(s);
  - (b) the excess payment in respect of the insurance, namely 20% of the claim, will be recovered from the driver and/or user; and
  - (c) no vehicle will be issued to the person(s) concerned again.
- 21.11.2 A fine of **R100** per hour for every full hour may be imposed on the entity concerned if a vehicle was not returned at the scheduled time, and the Transport Department had not been informed of the delay in advance.
- 21.11.3 It remains the responsibility of the relevant line manager of the user department concerned to ensure that the 20% excess is paid within thirty (30) days of the day of the accident (see rule 21.11.1.b).

## CHAPTER 22

### GUEST SPEAKERS ON CAMPUS

- 22.1** Any student association or body that wishes to invite persons from outside the Tshwane University of Technology (TUT) to act as guest speakers on the campus, must inform the Student Representative Council (SRC) of its intention before extending the invitation. The SRC must then immediately get in touch with the Executive Director of Student Affairs and Residence Operations, or the Campus Director in case of a distance campus, to obtain the required permission.

## CHAPTER 23

### VENUE OR FACILITY BOOKING AND PERMISSION FOR THE USE OF ALCOHOLIC BEVERAGES

#### CONDITIONS (FOR PRETORIA, ARCADIA AND ARTS CAMPUSES ONLY)

- 23.1** The application and official booking form must be completed and signed by the persons indicated and, accompanied by the total amount payable, submitted to the Facility Manager at least ten (10) workdays before the relevant function is due to take place.
- 23.2** Cancellations must be made in writing to the Facility Manager at least five (5) workdays before the date on which the function is due to take place. If a cancellation is made earlier than five (5) workdays before the function is due to take place, the deposit is repayable; if it is made later than five (5) workdays before the function is due to take place, the deposit is forfeited.

- 23.3** Permission will be granted to student organisations that wish to use halls, rooms, areas or facilities only if they have been duly registered at the Student Activities Office. If such an organisation has not been duly registered, it has to comply with the same conditions of contract, tariffs and booking requirements as outside organisations.
- 23.4** The official guardian of the student organisation whose application has been approved will be co-responsible for compliance with the provisions as stipulated in the booking form regarding student activities.
- 23.5** The right of admission is reserved.
- 23.6** People who attend the function must behave in a disciplined and well-ordered manner throughout. The applicant must request persons who do not conduct themselves properly to leave the premises immediately. In serious cases of misconduct, he or she should contact Campus Protection Services to take control of the situation.
- 23.7** Only security officers of Campus Protection Services may be employed. Special security and/or traffic arrangements may be made in advance with the Head of Campus Protection Services.
- 23.8** A report must be drawn up on any damage caused and/or any cases of serious misconduct at the function and must be submitted within 24 hours of the function to the person who has granted permission for the function to be held. A copy of such report must be sent to the Head of Campus Protection Services.
- 23.9** Only someone who has been duly authorised thereto may sign the booking form(s) for approval.
- 23.10** Rental, as set out in the official list of tariffs, is payable on signing the booking form at the Facility Manager's office.
- 23.11** No keys are to be handed to the applicants to lock or open the facility - ad hoc arrangements will be made for kitchen facilities (if applicable).
- 23.12** TUT is hereby exempted from any claim which, for whatever reason, arises from the use of the facility concerned and/or the use of liquor.
- 23.13** Permission to a student or student organisation to host a promotional event will only be granted once the promotion has been approved by Corporate Affairs and Marketing and the Student Activities Office.
- 23.14** **USAGE OF LIQUOR**
- 23.14.1** The approval of the application does not mean that permission has been granted for selling or serving liquor at a function. An application for a temporary liquor licence must be submitted to the Chief Director of Accommodation and Catering and the Head of Facility Management.
- 23.14.2** Liquor may be served only if applicable arrangements have been made in advance with the Chief Director of Accommodation and Catering.
- 23.14.3** Proof must be submitted that permission has been granted to use the particular facility before permission to use liquor may be granted.
- 23.14.4** The applicant assumes full responsibility for any damage that he or she, or any person(s) under his or her control, may cause to any property of the University or to any other property under the control of the University.
- 23.14.5** In the case of an external organisation, the applicant must personally be present, from start to finish, at a function where liquor is used.

- 23.14.6 In the case of a student function, the use of liquor will be permitted only if the guardian concerned will personally be present, from start to finish, at a function where liquor is used. The guardian must be an employee of TUT.

**Please note:** It is the policy of TUT to discourage the use of liquor or limit its use as far as possible. Bookings are made in accordance with this policy.

## CHAPTER 24

### STUDENT AFFAIRS

#### 24.1 STUDENT LIFE

##### 24.1.1 Services provided

###### 24.1.1.1 Leadership development

- Campus-wide leadership programmes
- The training of democratically elected student leaders
- Intercultural orientation programmes
- Skills programmes, which include creativity, entrepreneurship, strategic planning, organisation, project management and the management of volunteer organisations

As part of these development programmes, the leadership division uses exciting and innovative techniques for the learning adventure, such as indoor and outdoor development training at the Leadership Laboratory and the Real Life Centre at Toppieshoek.

###### 24.1.1.2 Talent development

- Mass projects, such as the first-year concert and talent identification
- Competitions, such as debates and the Drum Majorette Extravaganza
- Song and music groups and choirs
- Coffee theatre and concert environment
- Mr and Miss Tshwane University of Technology (TUT)
- Top Talent programme (talent leadership programme)
- Top Finesse programme (leadership programme for female students)
- Top Communication programme

###### 24.1.1.3 Student publications

- An advisory service on student publications (posters, programmes, initiations, newsletters, certificates, etc.)
- The regulations on student colours
- *Taxi* student newspaper

###### 24.1.1.4 Toppieshoek student and youth development programmes

Camping, picnics, recreation, competitions, train trips, rope courses, abseiling, mountain biking, orientation, wall climbing, horse riding and many more, close to the Hartbeespoort Dam.

###### 24.1.1.5 Student Activities Office

A one-stop service for all registered student organisations in respect of registration, enquiries, referral service, administrative assistance and infrastructure.

###### 24.1.1.6 Centre for Spiritual Support

- Counselling to students in spiritual need
- An information service for all registered spiritual associations
- Networking between various organisations and role-players
- Training opportunities for spiritual leaders

- 24.1.1.7 **Student Governance**
- Advice to the SRC and student structures
  - Registered organisations and clubs
  - Governance training
  - Individual development programmes for SRCs

## 24.2 DIRECTORATE OF SPORT

### 24.2.1 Services provided

The Sports Offices make all arrangements in respect of organised sport and recreation.

### 24.2.2 The following types of sport are offered (not on all learning sites):

Aerobics	Dance Sport	Netball
Athletics	Darts	Rugby
Badminton	Golf	Softball
Basketball	Football	Squash
Chess	Handball	Table tennis
Cricket	Hockey (men and women)	Tennis
Cross-country running	Karate	Volleyball
Cycling	Marathon	

TUT also offers gymnasium facilities.

### 24.2.3 Competitions

- **Formal**  
All clubs are registered with the applicable provincial bodies for league participation. The University Sport South Africa (USSA) championships for winter and summer take place annually. Selected players represent TUT at these events as either combined or campus teams.
- **Informal**  
Informal competitions are held between residences, learning sites, faculties or between ad hoc teams that challenge each other.

### 24.2.4 Courses

Various coaching courses in all sports are presented in the course of the year.

**Please note:** A registered student is not permitted to participate in sport at a representative level for a club other than a TUT club, unless written permission is given by the Sports Office of a campus. A student may, however, join an outside sports club if that particular sport is not offered at TUT. Such students would have to register for that sport at the Sports Office in order to be considered for merit awards.

## 24.3 DIRECTORATE OF FINANCIAL AID

### Application procedure

Prospective students must indicate on their **application for admission** form whether they want to be considered for financial assistance.

Returning students must re-apply annually at their local Financial Aid offices.

Financial assistance is generally given to South African citizens whose eligibility is tested by accessing their academic performance and financial needs.

Students enrolled for special or short courses (less than six months) are excluded from assistance.

**CLOSING DATE: 15 OCTOBER ANNUALLY (SENIOR RETURNING STUDENTS)  
31 JANUARY (FIRST-TIME ENTERING STUDENTS)**

### Bursaries and scholarships

#### Private and government funding

These awards are non repayable and may cover a portion or all study costs. Various private or government funds are allocated to deserving students through the interaction with the specific donor.

### University merit bursaries

Merit bursaries are allocated to a range of students from first-time entering students to undergraduate students. Its intention is to attract and retain quality students through the rewarding of prior or current performance excellence of academic and non-academic nature.

### Academic merit bursaries for new entrant first-year students.

These bursaries are made available to newcomer students who enrol for a National Diploma or B Tech at the University for the first time after Grade 12.

Only South African citizens may apply for these bursaries.

Students who enrol for special courses, short learning programmes and foundation programmes do not qualify for these bursaries.

A student only qualifies for the bursary if he/she registers for all the modules of a specific course.

Students who have studied at other universities and students who have already studied at the University and who are still undergraduate students, do not qualify for these bursaries.

Eligibility is determined by the average percentage of the rating score obtained on the Grade 12 certificate.

**Only the six (6) subjects with the highest rating will be taken into consideration.**

RATING CODE	AVERAGE %
7	85
6	75
5	65
4	55
3	45

**Criteria and the value of bursaries to be determined by the Financial Aid Committee (FAC) annually:**

CRITERIA	VALUE OF BURSARY	
	Set qualification*	Other qualifications
Seven and more subjects with an average rating score of 7	R7 000	R7 000
Six and more subjects with an average rating score of 7	R6 000	R3 000
Six and more subjects with an average rating score of 6	R4 000	R2 000
Six and more subjects with an average rating score of 5	R2 000	R1 000

\* Specific courses identified as being part of Science, Engineering and Technology (SET).

### Academic merit bursaries for undergraduate returning students

These bursaries are awarded to students who are enrolled for National Diploma and B Tech degrees at the University.

Students who have been enrolled at other institutions previously could qualify as well provided that they have obtained recognition for the subjects at the University.

Only South African citizens may apply for these bursaries.

Students who are enrolled for special courses, short learning programs or foundation courses do not qualify for these bursaries.

Bursaries are awarded for prior academic performance provided the student registers again at the University for an undergraduate qualification.

The value of the bursary is determined by the average percentage the student obtained in the most recent year of study.

The average percentage is calculated according to the November results.

Students will only qualify if their SAPSE Credit (combined subject credits) is equal or higher than 0,85 in their previous year of study.

A fixed value per subject will be awarded as bursary.

Criteria and the value of the bursaries to be determined by the FAC annually:

CRITERIA	VALUE OF BURSARY (SET QUALIFICATIONS)	VALUE OF BURSARY (OTHER QUALIFICATIONS)
> 85%	R6 000	R3 000
75% TO 84%	R4 000	R2 000
70% TO 74%	R2 000	R1 000
< 70%	No	No

#### Loans

Loans are repayable with interest over a fixed term determined by the lender.

#### National Student Financial Aid Scheme (NSFAS)

The National Student Financial Aid Scheme provides study loans to academically deserving and financially needy students who wish to study at tertiary education institutions.

#### What are the minimum qualifying criteria?

##### Financial need:

A national means test will be applied to determine your expected family contribution (EFC).

The following formula is used to allocate the award:

Award = costs – bursaries – expected family contribution (EFC)

##### Academic assessment:

**First-year students:** Student's Grade 12 results will be considered to assess academic performance.

**Senior students:** Student's full academic record at the University will be considered to assess academic performance.

Students must be on track to complete a first undergraduate qualification, within the minimum qualification completion time specified by the University (N), plus two more years (N+2). Therefore a course which can be completed in a minimum of three years must be completed within five years. This includes foundation/access courses which are linked to the qualification.

##### General:

- The NSFAS interest rate is linked to the repo rate as determined by the South African Reserve Bank.
- You will be expected to make your own family contribution towards the total cost of your studies.
- Providing false information will cancel your application.
- Any attempt to abuse the system to obtain assistance will be dealt with severely.
- Your academic performance in the year of allocation will earn you a bursary conversion up to 40% of the loan amount.
- Any credit balance on your account will be returned to NSFAS as your first loan repayment.
- Repayment commences after completion or termination of your studies.

**PLEASE NOTE: The allocation of any funding is subject to the availability of funds and donor requirements. Complying with the minimum requirements does not automatically guarantee an allocation to cover the full study costs.**

**Student insurance:**

All registered students are covered as follows:

**Death:** R7 300

**Disability:** R73 00 cover for students who become totally and permanently disabled.

**Death by accident:** R7 300 additional cover if a member dies as a result of an accident and Sanlam has approved the claim.

**Funeral:** R7 300 cover is payable within 24 hours after a certified copy of the death certificate has been provided.

**Contact details:**

Arcadia Campus	012 382 6295
eMalahleni Campus	013 653 3111
Ga-Rankuwa Campus	012 382 0616
Mbombela Campus	013 745 3559
Polokwane Campus	015 287 0722
Pretoria Campus	012 382 4465
Soshanguve Campus	012 382 9082

#### 24.4 DIRECTORATE OF HEALTH AND WELLNESS

**Services provided**

- Counselling to students
- Pre-test and post-test counselling
- Counselling to couples
- Access to supplements
- Personal counselling

**Training**

- Modular courses
- Peer education activities and programmes
- Workshops
- Seminars
- Campaigns

**Consultation (Information and Education Research)**

- Short programmes
- Networking
- Collaboration
- Policy

**Community outreach**

- Resources
- Services
- Networking

#### 24.5 HIV/AIDS POLICY

##### 24.5.1 Policy on HIV/AIDS

It is TUT policy to eliminate unfair discrimination based on a person's HIV status, to promote an environment in which staff and students living with HIV are without fear of rejection, stigma or isolation, and to enable the holistic and integrated management of the pandemic.

#### 24.5.2 **Applications and scope of policy**

The policy applies to all students of TUT, including the distant learning sites, for the duration of their period of study at the University. The policy also applies to part-time and postgraduate students.

#### 24.5.3 **DEFINITIONS**

In this document, unless the context indicates otherwise –

- (a) **“AIDS”** means acquired immune deficiency syndrome, which is a disease caused through infection with the human immunodeficiency virus;
- (b) **“confidentiality”** means confining knowledge on a need-to-know basis;
- (c) **“disclosure”** means having to reveal one’s HIV status (voluntarily);
- (d) **“HIV”** means human immunodeficiency virus, which causes diseases;
- (e) **“immune deficiency”** means weakening of the immune system;
- (f) **“informed consent”** means a decision or approval to test for HIV on the basis of access to relevant and accurate information;
- (g) **“life skills”** means acquired and cultivated abilities essential for successful inter- and intrapersonal functioning;
- (h) **“MTCT”** means mother-to-child transmission;
- (i) **“STI”** means sexually transmitted infection through unprotected sexual intercourse (e.g. thrush, gonorrhoea, syphilis);
- (j) **“syndrome”** means a collection of diseases;
- (k) **“transmission”** means method in which HIV is passed on;
- (l) **“USP”** means universal safety precautions, barrier methods of avoiding contact with contaminated body fluids;
- (m) **“VCT”** means voluntary counselling and testing; and
- (n) **“wellness programme”** means a programme that focuses on a person’s total physical and mental well-being.

#### 24.5.4 **RULES**

##### 24.5.4.1 **HIV TESTING**

No student will be required to undergo an HIV test. Should a student decide to undergo a test for any reason, the results will remain confidential. Should the test be accessed through the Health and Wellness services, it will be done with the patient’s informed consent and with adherence to counselling legislation (Department of Health). All clients must receive pre- and post-test counselling by a trained counsellor. Free, confidential and voluntary testing will be provided.

##### 24.5.4.2 **CONSENT**

All students must be permitted to make informed decisions about the test. Informed consent implies access to relevant and accurate information about the procedure, the consequences of testing and what the result could mean for the client, and, finally, the client’s agreement to undergo the test.

##### 24.5.4.3 **CONFIDENTIALITY**

All students have a legal right to confidentiality. No one is obliged, for any reason, to reveal his or her HIV status. HIV test results are treated confidentially by the counsellor.

Should a staff member, student or peer educator disclose the HIV status of another person, disciplinary measures may be taken against him or her. Should disclosure be warranted, this may only be done with the express, informed and written consent of the individual concerned.



- 24.5.4.4 **DISCLOSURE**  
No student is obliged to disclose his or her HIV status, but students should take all reasonable and necessary precautions to prevent infecting others with whom they may interact. The University will encourage disclosure to appropriately and professionally trained people, so as to access support, care and management, if needed. A climate will be fostered in which people living with HIV/AIDS will feel secure and supported, should they decide to disclose their status.
- 24.5.4.5 **UNIVERSAL SAFETY PRECAUTIONS**  
Universal safety precautions must be adhered to in order to prevent occupational exposure.
- 24.5.4.6 **COUNSELLING**  
Students will have access to counselling, care and support in keeping with the human and financial capacity of the University.
- 24.5.4.7 **PRIMARY HEALTH CARE**  
All students will have access to primary health care services, including services regarding sexual and reproductive health, contraceptive information and counselling, pregnancy testing and TOP counselling, sexually transmitted infections, information and syndrome management and HIV information, testing and counselling. These services will be provided at all Health and Wellness centres across TUT.
- 24.5.4.8 **RAPE, SEXUAL ABUSE, DRUG USE AND VIOLENCE**  
TUT is aware of the incidence of rape, sexual abuse and violence on its campuses and makes every possible effort both to prevent these practices and to provide students with access to information, counselling, support and HIV medication (within the financial capacity of the University).
- 24.5.4.9 **GENDER ISSUES**  
TUT recognises the fact that women are particularly vulnerable to HIV infection by virtue of the biological characteristics of the infection, as well as, in some contexts, their perceived (by self and/or others) psycho-social position. Hence they will be given attention in all awareness, training and education programmes.  
  
Seminars and campaigns are free of charge and student participation is encouraged.
- 24.5.4.10 **EDUCATION AND RESEARCH**  
All students will have access to HIV/AIDS education and awareness programmes. These programmes will focus on providing information and teaching skills and enabling students to live, work and interact with people living with HIV.  
All faculties and departments will be required to consider how to achieve integration of HIV/AIDS into the curriculum at both undergraduate and postgraduate levels.  
  
The Health and Wellness Directorate will actively promote and support HIV/AIDS-related research.
- 24.5.4.11 **GRIEVANCE PROCEDURES**  
Students will have access to grievance procedures (available in the University structures), should their rights be violated in any way.
- 24.5.4.12 **STUDENT ADMISSION**  
Based on the principles of non-discrimination, no students may be denied access to the University on the basis of their HIV status. This includes access to academic programmes, social events, residences, bursaries, financial assistance and supporting programmes. Hence, students will not be required to undergo HIV tests prior to admission or in the course of their academic life at TUT.
- 24.5.4.13 **OCCUPATIONAL EXPOSURE**  
Should students be studying for a qualification where a risk exists for occupational exposure, the relevant department will provide information, education and the necessary infection control equipment and procedures.

## 24.5.5 HEALTH AND WELLNESS HIV/AIDS PROGRAMMES AND SERVICES

### 24.5.5.1 PREVENTION

- STI management and counselling
- Condom distribution
- USP guidelines
- VCCT/VCT HIV testing
- Post-exposure prophylaxis (PEP)
- Healthy lifestyle promotion/wellness programme

### 24.5.5.2 CARE, SUPPORT AND MANAGEMENT

- Professional counselling services
- Positive living
- Nutrition planning and access to supplements
- CD4 screening
- Management of opportunistic infections
- Management of treatment programme

### 24.5.5.3 RESEARCH

- Knowledge, attitudes and perceptions (KAP)
- Prevalence
- Risk analysis

### 24.5.5.4 PEER EDUCATION

- Recruitment, selection, development and management

### 24.5.5.5 TEACHING, TRAINING AND DEVELOPMENT

- Consultation
- Life skills
- Website
- BEAT (basic education and training) on HIV/AIDS, health and wellness.

### 24.5.5.6 COMMUNITY OUTREACH

- Workshops
- Capacity building
- Programme development and management

### 24.5.5.7 MARKETING, RESOURCE DEVELOPMENT AND ADVOCACY

- Open days
- Orientation sessions
- Networking
- Advocacy campaigns

## 24.5.6 CLINICAL SERVICES

### 24.5.6.1 SERVICES

- Student support and referral
- Rape crisis management and referrals
- Occupational health injuries
- Primary health care services
  - HIV testing
  - IEC on sexual and reproductive health
  - Reproductive choice and family planning
  - Pregnancy testing and counselling, TOP referrals
  - STI management and referrals
- Blood donations

### 24.5.6.2 OTHER HEALTH AND WELLNESS SERVICES

The Directorate has clinics where all registered students are provided with primary health care services.

## 24.6 STUDENT GOVERNANCE

The Bureau for Student Governance aims to be involved in the following activities:

- **Communication**  
The facilitation of effective communication channels between Management, student leaders and the student mass.
- **Conflict management**  
The identification and handling of possible conflict among students, as well as conflict between students and Management. Facilitation of negotiations.
- **Transformation strategy**  
The promotion of a culture of learning among students by refocusing and prioritising.
- **Student affairs, support services and policy guidance**  
This entails planning, implementing and monitoring policy that has an impact on the day-to-day student life.
- **Financial management**  
Advice and assistance to student leaders regarding the management of the various budget allowances at all campuses.
- **Leadership orientation training**  
Orientation training of the SRC on the University's policies, strategic goals, core values and management structures.
- **Leadership training and development**  
Formulation and implementation of leadership training policy. Identifying, planning and coordinating the leadership training needs of the Student Representative Council incumbents and other official student leadership structures.

## CHAPTER 25

### CONSTITUTION OF THE SRC

The Constitution of the Student Representative Council (SRC) of the Tshwane University of Technology (TUT) must be in accordance with the provisions of the Higher Education Act, 1997 (Act No. 101 of 1997), and the statutes of the institution.

#### Functions of the SRC

1. The SRC represents the students of TUT in matters that may affect such students.
2. The matters contemplated in subparagraph 1 are –
  - (a) liaison with the Council, the Senate, Management, the general public, other institutions, student representative councils of other institutions, national or international student organisations, unions and news media;
  - (b) serving as the umbrella organisation for all student committees, clubs, councils and societies, and granting or withdrawing recognition of such student committees, clubs, councils and societies as it deems fit;
  - (c) the coordination and supervision of the use of students' facilities and all matters pertaining thereto, in conjunction with the management of the University;

- (d) the convening and conducting of all authorised meetings of the student body and serving as the managing body in all general referenda and petitions organised by the students in terms of the rules;
- (e) the appointment of such office-bearers and establishing of such committees as it deems necessary;
- (f) the organisation and promotion of extramural activities among students;
- (g) keeping account of all moneys paid over to it by the Council and any other moneys which may accrue to it in its capacity as representative of the students, as well as allocating or disbursing such funds for use by students, and to make grants to approved student clubs, committees, societies and councils;
- (h) the responsibility for the preservation of order at student functions, and ensuring good conduct at other approved meetings of students;
- (i) the coordination of student involvement in all community projects initiated by it;
- (j) the responsibility for all student publications;
- (k) the recommendation to the Council of rules to determine the execution of its affairs;
- (l) final decision-making in all matters falling within its jurisdiction; and
- (m) such additional functions and privileges as may be specifically conferred upon it by the Council.

#### **Composition of the SRC**

1. Only registered students are eligible to serve on the SRC.
2. The SRC, as contemplated in section 35 of the Act, must be representative of the student body and consist of two students from each faculty elected by the students of each specific faculty.
3. The election of SRC members must be democratic and transparent.

#### **Office-bearers of the SRC**

1. The SRC elects from among its members a president to act as chairperson and a deputy president to act as deputy chairperson.
2. The functions of other office-bearers and the election of office-bearers are as determined by the SRC.
3. The composition of the SRC may not be repealed or amended, except after consultation with the SRC.

#### **Term of office of SRC members**

The term of office of the members of the SRC is one (1) year.

#### **Privileges**

The privileges of members of the SRC are as determined by the Council, after consultation with the SRC.

#### **Meetings of the SRC**

The number of meetings, the quorum of a meeting and the meeting procedure are determined by the Constitution of the SRC, as approved by the Council.

#### **SRC committees**

1. The SRC must establish a disciplinary committee responsible for the discipline of any members of the SRC and members of the student structures affiliated to the SRC.
2. The SRC may establish such other committees as may be required.

### General meeting

1. The SRC must convene at least one general meeting of students per semester.
2. A general meeting may also be requested by at least 1 000 signatories petitioning the SRC.
3. Meetings may not disrupt academic activities unless the Principal has granted prior permission.

## CHAPTER 26

### LIBRARY AND INFORMATION SERVICES

#### Please note:

The information about the rules of Library and Information Services (LIS) may change during the year. Please consult a library staff member or the LIS website (<http://lib.tut.ac.za>) for the latest information.

#### 26.1 MEMBERSHIP

26.1.1 Library membership is open to –

- staff;
- students; and
- external members.

26.1.2 Contact the library for more information on external membership, such as membership fees, conditions of membership and period of membership.

#### 26.2 ACCESS

26.2.1 Library clients must use valid identification cards to enter the libraries at the different campuses.

#### 26.3 LIBRARY HOURS

The library hours are subject to change on short notice. Contact your campus library for the latest information regarding library hours.

The current library hours are as follows:

##### 26.3.1 During term

Mondays to Thursdays	08:00-22:00 (Leseding Campus: 08:00-16:00)
Fridays	08:00-16:00 (Leseding Campus: 08:00-14:00)
Saturdays	09:00-17:00 (Leseding Campus: closed)
Public holidays	Closed
TUT holidays	Closed
Saturdays falling on long weekends when Friday is a holiday	Closed
Saturdays falling on long weekends when Monday is a holiday	09:00-17:00 (Leseding Campus: closed)

##### 26.3.2 During TUT recess

Mondays to Fridays	08:00-16:00
Saturdays	Closed
Public holidays	Closed
TUT holidays	Closed

## 26.4 INFORMATION RESOURCES

26.4.1 Library and Information Services (LIS) has a comprehensive collection of printed and electronic information resources; e.g. books, continuing resources (journals), multimedia, etc. Visit the LIS website (<http://lib.tut.ac.za>) for more information on the nature and extent of those resources.

### 26.4.2 Electronic Resources Portal (ERP)

26.4.2.1 The Electronic Resource Portal (ERP) provides access to volumes of electronic information that is –

- evaluated by information librarians;
- searchable via a web-based interface; and
- organised per discipline and subject area.

## 26.5 SERVICES

### 26.5.1 CIRCULATION (LENDING) OF INFORMATION RESOURCES

26.5.1.1 Students and staff have access to the information resources of all TUT campus libraries. Contact a library staff member on the relevant campus for information on how to borrow information resources that are kept at other TUT libraries. The number of information resources that may be loaned at a time are as follows:

#### Books

User category		All libraries
Undergraduate students	Pre-diploma students	4 books for 14 days
	B Tech students	6 books for 14 days
Postgraduate students		8 books for 21 days
Staff		10 books for 60 days
External members		4 books for 14 days
Departmental block loan		25 books for 90 days
		25 books for 180 days
		25 books for 365 days

#### Periodicals, journals and continuing resources

User category		All libraries
Undergraduate students	Pre-diploma students	6 items for 2 hours
	B Tech students	6 items for 2 hours
Postgraduate students		6 items for 2 hours
Staff		6 items for 4 days
External members		6 items for 2 hours

#### Multimedia

User category		All libraries
Undergraduate students	Pre-diploma students	2 items for 3 hours
	B Tech students	2 items for 3 hours
	Students from Motion Picture Academy	4 items for 2 days
Postgraduate students		2 items for 3 hours
Staff		4 items for 7 days
External members		2 items for 3 hours

## Reserved study collection

User category		All libraries
Undergraduate students	Pre-diploma students	2 items for 2 hours
	B Tech students	2 items for 2 hours
Postgraduate students		2 items for 2 hours
Staff		4 items for 2 hours
External members		2 items for 2 hours

26.5.1.2 A library client is responsible for all library information resources issued in his/her name. In the case of theft of, damage to, or loss of any such resources, the client will be liable for the replacement cost of the item. Should a library client fail to pay the replacement cost of an item, TUT disciplinary measures may be taken against the client.

26.5.1.3 Fines are imposed on overdue loans. Library clients must observe the due date that is stamped on the date slip on the first page of a book; or, where an item does not have a due date, observe the due time as specified under rule 26.5.1.1 above for Continuing Resources, Multimedia and the Reserved Study Collections. If a library client fails to pay outstanding fines and charges, TUT disciplinary measures may be taken against the client.

### 26.5.1.4 Overdue information resources

26.5.1.4.1 All library clients are subject to overdue loan fines as set by TUT LIS and reflected in the annual tariff list, and penalties will be charged for resources kept beyond the loan expiry date or time without renewal.

26.5.1.4.2 Three (3) printed or electronic reminders shall be sent to defaulters, after which information resources not returned shall be regarded as lost and replacement charges levied. Non-receipt of reminders is not an excuse for not settling overdue fines. Contact the library for more information regarding such cases.

26.5.1.4.3 If a library client fails to pay the replacement fee mentioned in rule 26.5.1.4.2 –

- The examination results of the client shall be withheld.
- TUT disciplinary measures may be taken against the client.

### 26.5.2 INFORMATION LITERACY TRAINING

26.5.2.1 Each library offers a variety of orientation programmes and information literacy courses. The goal of information literacy training is to empower students and staff to become independent users of information resources. The complete Information Literacy Training Programme consists of the following modules:

	Description	Duration	Prerequisite
Unit 1	Introduction to the Library and Information Services (LIS) and its services for academic purposes, including service hours, rules, departments, etc.	90 minutes	None
Unit 2	Library homepage and in-house databases, including LIS homepage, OPAC, Dewey Decimal Classification System	90 minutes	Attendance Unit 1
Unit 3	Information sources, including printed (scholarly vs. popular) and multimedia	180 minutes	None
Unit 4	Internet Information for academic purposes (two sessions)	210 minutes	PC Literacy; Attendance Units 1 and 2
Unit 5	Electronic databases, including types of databases, search strategies	210 minutes	Attendance Units 1-4
Unit 6	Ethics and referencing, including plagiarism, copyright, Harvard referencing, and when applicable; use of EndNote	150 minutes	None

26.5.2.2 Training interventions for postgraduate students are presented on pre-scheduled times.

26.5.2.3 Training is provided free of charge to students and staff of TUT.

26.5.2.4 Contact the Training and/or Information Librarian at your campus for more information.

### 26.5.3 INFORMATION SERVICES

26.5.3.1 Nature of information service

26.5.3.1.1 Information Librarians provide library clients with the following support services:

Assistance in:

- Compiling search strategies
- Conducting literature reviews
- Compiling bibliographies
- Effective utilisation of collections and resources
- Answering information enquiries using a comprehensive collection of printed and electronic resources
- Verifying the status of current and completed research projects

26.5.3.2 Modes of information provision

26.5.3.2.1 Information services are offered in the following ways:

- In-person service: By appointment, by telephone.
- Remote or distance service: By e-mail, letter, fax.

### 26.5.4 DOCUMENT DELIVERY (INTER-LIBRARY LOAN SERVICES)

26.5.4.1 Document delivery/Inter-library loan services provide postgraduate students and staff with access to information resources that cannot be found in a TUT library by obtaining those resources from other national or international libraries.

26.5.4.2 Contact the Information Librarian at your campus for more information on this service.

### 26.5.5 ELECTRONIC SERVICES

26.5.5.1 Library and Information Services provides a range of services that can be accessed through electronic means. They are:

- A web-based catalogue, including access to client library records and the reserved collection.
- Information on the latest acquisitions.
- Interaction with clients via the electronic suggestions box.
- Access to electronic collections via the Electronic Resources Portal (ERP) and Tech-Alert.

26.5.5.2 Visit the LIS website (<http://lib.tut.ac.za>) for more information on the available electronic services.

## 26.6 FACILITIES

26.6.1 Library and Information Services offers a wide range of facilities, among others the following:

- Photocopying facilities
- Electronic Resource Centres and Internet Centres
- Study facilities
- Electronic training rooms

26.6.2 The type and nature of facilities vary from library to library. Contact a library staff member or visit the LIS website (<http://lib.tut.ac.za>) for the latest information on the availability and terms of use of facilities in a particular library.



## **26.7 LIBRARY RULES**

26.7.1 The following basic rules are in force at all libraries:

26.7.1.1 Library clients are not allowed to –

- Eat in the library
- Smoke in the library or toilets
- Litter in the library
- Move furniture or equipment
- Use or answer the library's telephones
- Make noise in the library or disturb other users unnecessarily (including but not limited to using a cell phone)
- Remove library information resources from the library without authorisation
- Damage library information resources, furniture or equipment
- Use other library clients' identity cards
- Move beyond the exit point when the information resources security system is activated.

26.7.2 Please contact the relevant library to find out if there are additional rules that apply to a particular campus library.

26.7.3 Should a library client fail to comply with the rules mentioned in 26.7.1.1 and 26.7.2, TUT disciplinary measures shall be taken against the client.

26.7.4 Neither the Tshwane University of Technology nor any of its library staff members will assume any liability for damage to or the theft of the personal belongings of a library client or visitor.

## **CHAPTER 27**

### **HIGHER EDUCATION DEVELOPMENT AND SUPPORT**

#### **27.1 DIRECTORATE OF STUDENT DEVELOPMENT AND SUPPORT**

##### **27.1.1 Services provided**

The Directorate focuses on a number of critical areas of student development and support that can be identified as programmes for –

- the student as a learner (academic and career skills); and
- the student as a person (holistic personal and social development and wellness).

##### **27.1.1.1 Career-counselling programme**

This programme offers both prospective and registered students information, career guidance and counselling. Prospective students receive guidance and counselling in terms of school subject choice, career choice and choice of institutions for further study. Registered students receive guidance and counselling on qualification changes, subjects, consideration of alternative careers and career planning. Various psychometric instruments are used for assessment of interest, personality and aptitude. Feedback is provided on the basis of test results.

##### **27.1.1.2 Student profiling programme**

Student profiling is done shortly after registration and assesses different learning modalities. They are reading speed and comprehension, English spelling and grammar, and a student's personal study and emotional intelligence profile, which are critical for individual students to plan their own skills development actions and for the academic department to plan for group interventions. Lecturers may request such evaluations for their class groups.

##### **27.1.1.3 Reading skills programme**

The computerised reading programme consists of sessions for approximately fifteen (15) weeks and is supervised by specialist SDS practitioners. This programme is recommended for the improvement of reading speed and comprehension. At tertiary level the required levels of reading are 280 words per minute (wpm). This programme assists students in acquiring this very critical skill.

- 27.1.1.4 Life skills programme**  
Life skills programmes are presented in cooperation with academic departments in an endeavour proactively to develop students' skills and their ability to cope with personal and social problems, academic demands and preparation for the workplace. This comprehensive programme is designed to equip the student to establish a self-regulated learning regimen. The programme content focuses on personal, academic and teamwork skills. Life skills training is mainly presented formally in qualification schedules for first-year students, although senior students may also be included in the programme. Workshop themes are self-motivation, time management, campus ethics, positive self-image, classroom skills, summarising, memorising, learning styles, creativity, and many more.
- 27.1.1.5 English language programme**  
Proficiency in English usage, spelling and vocabulary is essential for academic success. Students who wish to improve their grammar, sentence construction and tenses will also benefit from this programme. The computer-based programme consists of 158 exercises, which are divided into two modules. The Directorate schedules individual one-hour sessions during which students can work in the computerised study laboratory on the learning site at their own pace. The programme usually takes between 20 and 40 sessions to complete, depending on the student's own pace, and provides the student with continuous feedback and progress reports.
- 27.1.1.6 Individual and small group study support programme**  
This programme consists of a diagnostic phase and a structured programme of appointments developed for the student. In the first session, a diagnostic assessment is done to determine the client's specific needs and priorities for study counselling. The themes that are generally dealt with in these scheduled follow-up sessions are time planning, note-taking techniques, summarising, memorising and examination techniques, or whatever the needs of the individual student may be.
- 27.1.1.7 Service for students with disabilities**  
This service aims to provide students with disabilities with a one-stop service, focusing in particular on support (personal and academic), counselling and encouragement. Collaboration with other departments of TUT and external organisations, policy matters and research also form part of the service. The aim is to establish a technologically advanced unit that caters for the needs of all students with disabilities.
- 27.1.1.8 Social support programme**  
This service aims to address and increase awareness of issues that students are confronted with through annual campaigns and psycho-educational programmes. This programme is based on the needs of the students. Students are also trained to assist in these programmes.
- 27.1.1.9 Student mentorship programme**  
The student mentorship programme is aimed at providing students with basic skills in mentoring and assisting fellow students in a number of areas. It enhances personal development and motivates students to communicate with friends and family members in a more supportive way. Interested students may volunteer or could be nominated by their academic departments. Students are trained in:
- **Academic mentoring** – these mentors help fellow students with subject content in a tutoring format. Their training is focused on establishing communities of learning where subject- and learning-related matters will be dealt with.
  - **Career mentoring** – mentors focus on helping students to assist learners in making an informed career choice. Mentors are involved when schools visit the University's campuses and during career exhibitions.
- Mentors are thoroughly trained in referral techniques, since one of their most important duties will be to ensure that students receive the most suitable assistance. Mentors are also trained and motivated to become involved in their own communities.
- 27.1.1.10 Personal counselling and therapy programme**  
This programme is focused on providing registered students who encounter personal or emotional difficulties or crises with a personal support and therapeutic service. Professional ethics of confidentiality and professionalism are adhered to at all times. The team consists of trained counsellors, internal psychologists and social workers under the supervision of a psychologist. A multidisciplinary referral system is also in place.

#### 27.1.1.11 **Potential assessment procedure**

Potential assessment is a process devised to evaluate the potential of prospective students for the qualifications they have applied for. The instrument used in this process has been empirically proved to be valid and reliable. Research has also indicated that the procedure brings about improved throughput rates in academic departments.

#### 27.1.1.12 **Research**

Research on a wide variety of relevant subjects is carried out on an ongoing basis at the Directorate of Student Development and Support. The impact of all programmes on the academic success of students, as well as the predictive validity of the batteries used in the potential assessment of prospective students, is continuously analysed. The research activities form part of quality control measures in all programmes offered by the Directorate.

#### 27.1.1.13 **Writing skills programme**

This programme aims at developing the skills of students when it comes to researching, planning and writing assignments. Topics covered include plagiarism finding sources, structuring an assignment and final checks.

### 27.2 **DIRECTORATE OF COOPERATIVE EDUCATION**

#### 27.2.1 **SERVICES RENDERED**

The Directorate's focus is on supporting and assisting the student regarding experiential learning (EL) and student occupational support and employability skills, thus entering the world of work. These critical areas are supported by the following:

- The EL component that forms part of the curriculum, and which enables the student to obtain his or her diploma.
- Faculty Coordinators (FCs), in collaboration with academic staff, provide support to students, staff and employers on cooperative education and work-integrated learning activities.
- Student occupational support and employability skills workshops, which assist and enable students to apply the necessary skills when entering the world of work.

#### 27.2.1.1 **EXPERIENTIAL LEARNING/ WORK-INTEGRATED LEARNING**

27.2.1.1.1 When experiential learning (EL) or work-integrated learning (WIL) is a requirement for a programme, a student shall register and pay the required registration fee for EL/WIL only when he/she has met the requirements of the qualification and has obtained approval from the relevant Head of Department. Students who register for EL/WIL only shall pay the full amount on registration but shall not be liable for SRC or extracurricular levies.

27.2.1.1.2 A student may register for experiential learning/work-integrated learning only on his or her proposed registration being approved by the head of the relevant academic department.

27.2.1.1.3 Students are required to give proof of placement before registration. Should other circumstances prevail, e.g. if students cannot find placement before the stipulated dates, such students will be allowed to register after the closing date for registration, with the permission of the head of department. Such students shall be exempted from late registration penalties.

27.2.1.1.4 A student should complete all the required experiential learning/work-integrated learning periods to the satisfaction of the University.

27.2.1.1.5 A student should pass all the required compulsory and chosen programmes and the EL/WL component in order to obtain sufficient credits for the qualification concerned.

27.2.1.1.6 A student is required to register for every period of EL/WIL.

27.2.1.1.7 Experiential learning/work-integrated learning may take place only at a TUT-approved employer. Although the Tshwane University of Technology undertakes to assist students with placement for EL/WIL, it is the student's responsibility to find an employer that will be approved by the relevant academic department, and to make sure that the specific experiential learning/work-integrated learning will be acceptable to the head of department. The students themselves shall negotiate with the employer on conditions of service, remuneration and other associated working conditions. An agreement about EL/WIL constitutes a separate agreement between the employer and the student.

27.2.1.1.8 Students may be given exemption for a maximum of one semester of EL/WIL completed prior to formal instruction, subject to the following conditions:

27.2.1.1.9 The EL/WIL should immediately precede the formal instruction.

27.2.1.1.10A student should comply with the set admission requirements, and he or she should be evaluated for the programme concerned before registration.

27.2.1.1.11 The EL/WIL may not exceed 50% of the total EL/WIL period required.

27.2.1.1.12 Rules 3.1 and 3.3 shall apply.

27.2.1.1.13 The Head of the Department should approve and accept the EL/WIL.

27.2.1.1.14 A student, who undertook EL/WIL at an employer while he or she was a registered student at another higher educational institution, may obtain exemption for such experiential learning/work-integrated learning, in terms of the rules for exemption and subject to the approval of the head of department.

27.2.1.1.15 Should a student not have made satisfactory academic progress – in the opinion of the head of department and in terms of rule 3.1.1 – the Senate may, on the written recommendation of the head of department, refuse such student permission to re-register as a student at the Tshwane University of Technology.

If, however, such a student requires only one or two subjects to complete the qualification but cannot attend classes because the subject/s are not offered in the specific academic period, and that student has access to an approved experiential learning/work-integrated learning provider, he or she will be allowed to register for the experiential learning/work-integrated learning.

**Please note:** The Senate has delegated its powers for executing this rule to the Deputy Vice-Chancellor (Teaching Learning and Technology).

27.2.1.1.16 A student may simultaneously register for EL/WIL and a day-class programme only after the Head of the Department's approval: Provided that the day-class programme does not interfere with the student's experiential learning or work-integrated learning period.

### 27.3 STUDENT OCCUPATIONAL SUPPORT AND EMPLOYABILITY SKILLS

27.3.1 Only registered students at the Tshwane University of Technology are assisted through the occupational support and employability skills services.

27.3.2 The services consist of the following:

- The drawing up of a comprehensive *curriculum vitae* (CV), portfolio or resumé
- Employment search strategies
- Interview and presentation skills
- Professional ethics
- Teamwork

These sessions are presented in a workshop to accommodate up to twenty (20) students in one session. The students are required to return for a follow-up session so that their progress and understanding of the above may be determined.

Interview and presentation skills are normally presented on a one-to-one basis, but in certain circumstances three (3) students are accommodated at a time.

## 27.4 SPECIALISED RECRUITMENT DRIVES

27.4.1 Employers are encouraged to utilise this initiative on campus and introduce their company to students on campus. These recruitment drives –

- give prospective employers an opportunity to present a multimedia overview to students of their choice on what they have to offer to prospective employees;
- offer students an opportunity to ask relevant questions after seeing the company presentation;
- offer students an opportunity to meet with employees of the company in a structured and informal manner;
- give students valuable and relevant information on how to apply for an appointment at a company, and to familiarise themselves with the recruiting company's criteria; and
- give companies an opportunity to meet the academics concerned at the respective departments to establish long-term relationships and share and exchange valuable information.

**Please note:** This is a service to the student and industry that is rendered by the Directorate of Cooperative Education. The Directorate will try its utmost to adhere to any written request from prospective employers regarding recruitment; however, we cannot guarantee that we will always be able to honour such request.

Students are also reminded that this is a free service. The Directorate cannot guarantee successful employment. The Directorate of Cooperative Education and TUT are not responsible for any agreement between a student and an employer.

## 27.5 DIRECTORATE OF TEACHING AND LEARNING WITH TECHNOLOGY

### 27.5.1 SERVICES RENDERED

The Directorate's focus is on the establishment of a technology-enhanced teaching and learning environment. These services also include the empowerment and integration of educational technology in the curriculum.

These critical areas are supported by the following:

- Providing of a stable Learning Management System namely myTUTOR for access to online teaching and learning material
- Providing access to online resources such as Virtual Training Company (VTC), Educause database, eGuild database, ePedagogy best practices, TLT Group, etc.
- Implementation of educational technology as minimum standards in classrooms
- Design and development of support material that include graphic design and audio and video production
- Provide infrastructure and support audio and video conference broadcasting sessions
- Development of eAssessment material and support users before, during and after assessments
- Design and development of online course material
- Empowerment in the use of educational technology and its applications

#### 27.5.1.1 ACCESS TO myTUTOR

- myTUTOR is accessible at: <http://mytutor.tut.ac.za>
- Only registered staff and students may have access to myTUTOR
- Proof of registration is required if a user is not authenticated by the central ITS system
- A 24/7-hour service desk is available at [tlwt@tut.ac.za](mailto:tlwt@tut.ac.za), 012 382 4427 or 076 278 5440

## CHAPTER 28

### RESIDENCES

- 28.1 The official policy and rules for residences are published in the *Rules and regulations for residences of the Tshwane University of Technology*. This publication constitutes official University policy.
- 28.2 A copy of the *Rules and regulations for residences of the Tshwane University of Technology* must be issued to every occupant of every residence of the University.

## CHAPTER 29

### STUDENTS WITH DISABILITIES

- 29.1 The Tshwane University of Technology (TUT) is committed to the fair and equal treatment of all individuals, and, as an institution of higher learning, strives towards an inclusive mode of education.

TUT acknowledges that people with disabilities have the same right to reach their academic and professional potential as those who do not have a disability, are able-bodied, and is thus legally and morally bound and committed to a course of action that would increase levels of accessibility and accommodation to students with disabilities.

In order to address this matter in a responsible manner and to achieve the goal of inclusive education, structures and policies need to be put in place to deal with matters pertaining to such students.

All actions resulting from the implementation of this policy will be governed by the financial capacity of the University.

#### 29.2 PURPOSE AND APPLICATION

The Directorate of Student Development and Support provides the student community with a service for students with disabilities (also referred to as the Disability Office). The main purpose of this service is to offer advocacy, counselling and support to students and prospective students with disabilities.

#### 29.3 DEFINITIONS

In this document, unless the context indicates otherwise –

- (a) **“prospective student”** means any individual who is interested in enrolling or has already formally applied to enrol for a qualification presented by TUT;
- (b) **“relevant academic department”** means the department that offers the academic qualification for which the prospective student wishes to enrol, or for which an already enrolled student is registered;
- (c) **“service for students with disabilities (Disability Office)”** means the service for students with disabilities provided by the Directorate of Student Development and Support, as a formal bureau in the organisational structure of TUT;
- (d) **“student”** means any individual who is formally registered as a student for a qualification offered by TUT;
- (e) **“students with disabilities”** means prospective and registered students who have long-term or recurring physical or mental impairments that substantially limit their prospect of entry or advancement in training institutions, employment, social life or academic achievement;

- (f) **“Telematic Education”** means the Department of Teaching and Learning with Technology, as a formal department in the organisational structure of TUT;
- (g) **“TUT”** means the Tshwane University of Technology, as duly constituted in terms of the Higher Education Act, 1997 (Act No. 101 of 1997), as amended; and
- (h) **“University”** means the Tshwane University of Technology, as duly constituted in terms of the Higher Education Act, 1997 (Act No. 101 of 1997), as amended.

#### 29.3.1 **Categories of disability**

- (a) Visual disabilities (e.g. partially sighted, low vision, blind)
- (b) Hearing disabilities (e.g. partially deaf, deaf)
- (c) Physical disabilities (e.g. amputation, paraplegia)
- (d) Learning disabilities (e.g. dyslexia, attention deficit disorder)
- (e) Mental or psychological disabilities (e.g. psychiatric illness or condition)
- (f) Medical conditions that are, despite treatment, causing a disability (e.g. arthritis, diabetes, epilepsy)

### 29.4 **RULES**

29.4.1 TUT is under no obligation to provide accommodation regarding a disability if a student does not declare such disability on their application form.

29.4.2 Application and admission (see chapter 1)

29.4.3 Measures for accommodating students with disabilities will be determined by assessing the following:

29.4.3.1 Physical infrastructure requirements, also specifically concerning –

- (a) accessibility of all buildings, including residences; and
- (b) sport and recreational needs.

29.4.3.2 Counselling and support needs (including needs for accommodating applicants with disabilities during the selection process).

29.4.3.3 Required and available external resources.

29.4.3.4 Ability of academic programme, including e-learning support modes (where appropriate), to accommodate the disability, and more specifically in terms of –

- (a) financial;
- (b) logistical; and
- (c) staffing abilities.

29.4.3.5 Personal support system and coping mechanisms of the person with the disability.

### 29.5 **FEEDBACK AND NEGOTIATION WITH ALL PARTIES INVOLVED**

29.5.1 Reporting to all stakeholders.

29.5.2 Negotiation and commitment to meeting the needs.

### 29.6 **CONFIRMATION OF ADMISSION STATUS**

29.6.1 This implies official written confirmation of the University's ability to accept or not accept an applicant for a specific qualification.

29.6.2 Options must be provided for further counselling and referral.

## **29.7 RIGHTS AND RESPONSIBILITIES OF TUT**

- 29.7.1 The University accepts the responsibility to provide a morally and legally sound practice in providing for and managing disabilities.
- 29.7.2 The University will provide a Disability Office to facilitate and monitor all aspects stated in this policy.
- 29.7.3 The University will provide basic counselling and support on a client-centred basis in the same way it is offered to **all** students on University campuses.
- 29.7.4 The University accepts the responsibility to inform the applicant on time of its ability to provide infrastructure, adjust procedures, or meet any other pre-determined need.
- 29.7.5 The University reserves the right to review the pre-admission contract with stakeholders if any change in status or degree of disability should occur.
- 29.7.6 The University will hold the student responsible for adhering to all general rules and regulations as published in this Prospectus.
- 29.7.7 The Policy on Disability will be made accessible to students and staff at the following places:
- All information desks
  - The TUT website
  - The Office of the Registrar
  - The Disability Office (SDS: Building 6-361)
- 29.7.8 The Disability Office will undertake awareness campaigns as it deems necessary.

## **29.8 RIGHTS AND RESPONSIBILITIES OF PERSONS WITH DISABILITIES**

- 29.8.1 It is the right and responsibility of a prospective student with a disability or disabilities to declare his or her disability or disabilities when he or she applies for admission to TUT, and to negotiate support with the Disability Office.
- 29.8.2 It is the right and responsibility of a prospective student or current student with a disability or disabilities to acquaint him- or herself with the policy and all procedures regarding disabilities.
- 29.8.3 It is the responsibility of a student with a disability or disabilities to report a relevant grievance to the Disability Office (see rule 29.2).
- 29.8.4 If a student develops some form of disability during his or her period as a student at TUT, the student and/or the academic department concerned must inform the Disability Office if support, counselling or advocacy of any form will be necessary.

# **CHAPTER 30**

## **RECOGNITION OF PRIOR LEARNING (RPL)**

### **30.1 DEFINITIONS**

In this chapter, unless otherwise indicated –

- 30.1.1 “**recognition of prior learning (RPL)**” means the formal identification, assessment and acknowledgement of the full range of an individual's skills, knowledge and capabilities, irrespective of how and where they have been acquired. It is the acknowledgement of skills, competencies, knowledge and work ethos obtained through –
- formal and informal learning; and
  - non-formal learning, inclusive of on-the-job experience, as well as life experience.



- 30.1.2 “**formal learning**” means completed qualifications or credits obtained from accredited academic institutions of higher education;
- 30.1.3 “**informal learning**” means learning completed at institutions that have not been accredited through the CHE process; and
- 30.1.4 “**non-formal learning**” means learning (competencies) achieved through life and work experience. No formal qualifications or credits would have been obtained.

## **30.2 RULES**

- 30.2.1 Regarding formal and informal learning, a curriculum should have been followed, based on formal outcomes and for which certificates were obtained.
- 30.2.2 Formal, informal and non-formal learning experiences submitted for RPL will be assessed against the current programme and subject requirements of TUT.
- 30.2.3 RPL will be considered in terms of access to TUT, subject credits and status in view of admission to higher education programmes. No official TUT qualification certificate will be issued on the basis of RPL.
- 30.2.4 All formal, informal and non-formal learning experiences submitted for RPL will be assessed according to approved methods and criteria.
- 30.2.5 Candidates applying for RPL to gain access to TUT should have minimum qualifications equal to Grade 9, relevant working experience, proven abilities relating to the proposed programmes, and communication skills equal to at least NQF level 4.
- 30.2.6 In order to obtain qualifications at TUT, RPL applicants should register for and pass at least 50% of subjects, including 50% of exit-level subjects of the programmes at TUT.

## **30.3 APPLICATION**

- 30.3.1 Information pertaining to the RPL process and assessment requirements is obtainable at the RPL office at each campus.
- 30.3.2 Application and assessment fees are payable (see Chapter 2).

# **CHAPTER 31**

## **THE OFFICE OF THE STUDENTS’ OMBUDSMAN FOR ACADEMIC COMPLAINTS**

### **31.1 THE PURPOSE OF THE OFFICE OF THE STUDENTS’ OMBUDSMAN**

The Office of the Students’ Ombudsman provides the TUT registered students with a service for addressing any academic complaints they might have. The main purpose of this service is to offer advocacy, counselling and support to students with regard to all Teaching, Learning, Assessment-related problems the students experience.

The role of the Students’ Ombudsman is one of the ‘last resort’, that is, the Ombudsman will only intervene in a complaint when all other avenues of a complaint have been exhausted.

## 31.2 DEFINITIONS

In this chapter, unless otherwise indicated –

- 31.2.1 “**complainant**” means any TUT registered student lodging a complaint with the Office of the Ombudsman.
- 31.2.2 “**formal complaint**” means a written complaint, signed by the complainant and addressed to any responsible manager.
- 31.2.3 “**local level**” means the area of the University or member(s) of staff responsible for delivering service or conducting the process about which the complaint is being made.
- 31.2.4 “**respondent**” means a person who responds to a complaint allegation.
- 31.2.5 “**vexatious complaint**” means complaints that are frivolous and or deliberately intended to annoy or bring distress and suffering to other parties.

## 31.3 AREAS THAT THE OFFICE OF THE STUDENTS' OMBUDSMAN DOES NOT COVER

- Students who are in the process of applying for admission to TUT.
- Students who are applying for recognition of prior learning (RPL).
- Issues around allegations of sexual harassment, unfair discrimination or racism.
- Appeals against assessment.
- Disciplinary measures taken against a student for whatever reason in another environment.
- Academic exclusions on the basis of unsatisfactory academic progress.

## 31.4 PROCEDURES FOR LODGING A COMPLAINT AND REPORTING MECHANISMS

- 31.4.1 A complainant or student with a complaint shall personally contact the Ombudsman at the Directorate of Quality Promotion or may be accompanied by a class representative or a member of the Student Representative Council (SRC).
- 31.4.2 The complainant shall ensure that he/she has tried to resolve the matter with all other stakeholders such as the lecturer concerned, HoD, Dean or whoever in whatever environment the complaint emanates from.
- 31.4.3 The Ombudsman shall then assess the merit of the case whether it warrants to be investigated or be referred elsewhere.
- 31.4.4 The complaint shall be dismissed if the Students' Ombudsman is of the opinion that:
- (a) the complaint is a fake and riddled with all sorts of lies;
  - (b) the incidence occurred at too remote a time to warrant inquiry.
  - (c) there exists an alternative and satisfactory means of address the complaint within the University. In such a case, the Ombudsman may give advice to a complainant as to other internal avenues for addressing a matter concerned.
  - (d) If the complainant is subject to a hearing or appeal, the Students' Ombudsman shall proceed no further inquiring into the complaint until the hearing or appeal has been finalised.
- 31.4.5 Where a complaint warrants further investigation, the steps outlined below shall be followed.
- 31.4.6 The student lodging a complaint shall be required to:
- (a) put in writing the nature of the complaint and all other internal processes that he/she has exhausted before approaching the Office of the Students' Ombudsman.

- (b) fill in a form; indicating, amongst others, the following information:
- the student's particulars and contact details, preferably a working TUT4life e-mail address;
  - whether the student tried to resolve the matter with any other structure such as the lecturer concerned, HoD or the academic administrator;
  - a narrative of the "actual" nature of the complaint;
  - how he/she would like the problem to be solved;
  - any supporting documentation that shall serve as evidence, e.g. test scripts, study guide, assignment; projects, etc.

31.4.7 If a student requests to be anonymous due to a possibility of victimisation and/or other negative consequences for the student, the Students' Ombudsman may commence with an inquiry without the matter being handled at local level first.

31.4.8 Upon completion of an Ombudsman form, the Ombudsman shall start investigating the case.

31.4.9 Upon completion of the investigation, the student (complainant) shall be provided with feedback.

31.4.10 The complainant shall constantly and timeously inform the Ombudsman whether the verdict of the Ombudsman is implemented or not, so that the Ombudsman can be in a position to monitor and evaluate the implementation of his/her recommendations and verdict.

### **31.5 HOW TO CONTACT THE OMBUDSMAN**

The Office of the Ombudsman is situated at the Pretoria Campus, in Building 21, Fourth Floor. The telephone number is 012 382 5525 or the students can e-mail the Ombudsman at [maimanemh@tut.ac.za](mailto:maimanemh@tut.ac.za).

